



**THE
DIOCESE OF
SHEFFIELD
ACADEMIES
TRUST**

THE DIOCESE OF SHEFFIELD ACADEMIES TRUST (DSAT)

PERSON SPECIFICATION

Academy Site Supervisor

Qualifications	Essential	Desirable	How Assessed
Experience of working in a related area of work and/or with a trade background of either plumbing, joinery, plastering, painting/decorating, electrician, grounds maintenance	✓		AF // certificates
GCSE English and Maths – minimum Grade C or equivalent		✓	AF // certificates
Health and Safety Qualification or equivalent experience		✓	AF // certificates
Experience and Skills			
An understanding of legislation relating to health and safety; ability to keep up-to-date with new legislation and guidance and advise others, where appropriate	✓		AF/I
Ability to relate and deal effectively with all staff, stakeholders and external contractors at all levels	✓		AF//R
Excellent communication and organisational skills and the ability to work under own initiative to prioritise varied workload	✓		AF//R
The ability to work within recognised procedures and respond to unexpected problems and situations	✓		AF/I
Good numeracy, communication and negotiation skills, organisational skills, administrative skills, IT and data skills	✓		AF/I
Knowledge of school policies and procedures relation to health and safety and safeguarding		✓	AF/I

Specialist Skills and Knowledge			
Attention to detail, excellent time management and organisational skills	✓		AF/I
Commitment to Equal Opportunities and valuing diversity	✓		AF/I
Personal Skills and Attributes			
Confident, enthusiastic, motivated and committed	✓		AF/I
Ability to work as part of a team understanding school roles and responsibilities and your own position within these	✓		AF/I
Conscientious, honest, reliable and trustworthy, must be able to deal with issues of a sensitive and confidential nature	✓		AF/I/R
A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.	✓		AF/I
Other			
Willingness to work flexibly if needed	✓		AF/I
Must satisfy relevant employment checks and be Exempt from the Rehabilitation of Offenders Act, 1974. Must declare criminal convictions and/or cautions that are not 'protected' under the Exceptions Order (as amended)	✓		AF/I
A DBS check at enhanced level	✓		DBS
Physical Requirement			
No serious health problem which is likely to impact upon job performance (that is, one that cannot be accommodated by reasonable adjustments).	✓		AF/I/R
Good sickness/attendance record in current/previous employment, as appropriate (not including absences resulting from disability)	✓		AF/I/R

Key: AF - Application Form

I - Interview

R - References