



HEARTS ACADEMY TRUST



SITE SUPERVISOR PERSON SPECIFICATION

HEARTS VALUES

Redefining Possibilities

Our HEARTS values form the foundation of our culture of care, inclusion, mutual respect, and service to our communities which empowers all to flourish and make a difference.

H



HAPPINESS

We promote **happiness** and good mental health & wellbeing by building relationships that have a strong, shared sense of purpose, where all are valued and belong. Our curriculum is rich in opportunities and experiences that ignite a love of learning.

E



EQUITY

We are engines of social justice: we ensure everyone is treated with **equity** and help those who need it, overcoming barriers and battling against unfairness.

A



ACHIEVEMENT

We facilitate and celebrate **achievement** within and beyond our schools, recognising the individuality of success, enabling all to fulfil their potential and prosper.

R



RESILIENCE

We develop **resilience** through hard work and cultivating courage in the face of adversity. We foster independence of thought, a willingness to take risks, persevere and learn from mistakes, taking responsibility over our decisions.

T



TRUTH

We model **truth**, integrity and authenticity: doing the *right* thing, because it is the right thing, even when it is difficult.

S



SPIRITUALITY

We promote **spirituality** through empathy, reflection and appreciating diverse backgrounds and cultures. We endeavour to live life in all its fullness through a deepening sense of awe and curiosity, expanding connections with the wider world around us.

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Working With Others

Detail	Examples
Working with partners	Understand the role of others working in the school
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
Team work	Ability to work effectively with other adults in the school
Information	Ability to provide timely and accurate information Ability to work effectively and contribute to the work of a team

Qualifications & Experience

Detail	Examples
Specific qualifications & experience	Experience of caretaking and/or buildings maintenance/security
Knowledge of relevant policies and procedures	General understanding of the operation of a school and Trust Knowledge of First Aid
Literacy	Good reading and writing skills
Numeracy	Ability to count and undertake general calculations
ICT and Technology	Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks

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Communication

Detail	Examples
Written	Ability to complete forms, write letters and reports and compose business emails
Verbal	Ability to exchange routine verbal information clearly in English with children and adults Confidence to contribute in meetings
Languages	Ability to exchange complex verbal information in clear English
Negotiating	Able to seek support to overcome communication barriers with children and adults Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges

Working With Children

Detail	Examples
Behaviour Management	Understand and implement the school's behaviour management policy
SEND	Understand and support the differences in children and adults
Curriculum	Basic understanding of the learning experience provided by the school
Child Development	Basic understanding of the way in which children develop
Health & Wellbeing	Understand the importance of physical and emotional wellbeing

Responsibilities

Detail	Examples
Organisational skills	Able to prioritise and manage workload and contribute to the work of a team
Line Management	Ability to supervise and monitor the work of others
Time Management	Ability to manage own time effectively Demonstrate a flexible approach
Creativity	Ability to follow instructions, contributing ideas to improve systems Demonstrate ability to resolve complex problems independently

General

Detail	Examples
Equalities	Demonstrate a commitment to equality
Health & Safety	Good understanding of Health & Safety
Child Protection	Understand child protection procedures
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
CPD	Be prepared to develop and learn in the role Ability to effectively evaluate own performance