



**HALL GREEN SCHOOL**  
**PERSON SPECIFICATION**  
**POST: ASSISTANT BUILDING SERVICES SUPERVISOR**

**Salary Range/Grade:** Grade 2, Point 3-8

**Responsible to:** Site Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Qualifications			<ul style="list-style-type: none"> <li>City and Guilds (Cleaning Techniques)</li> <li>ICT qualifications</li> <li>NEBSS Manual Supervisors Course</li> </ul>	A  A  A
Professional Experience	<ul style="list-style-type: none"> <li>Experience in caretaking</li> <li>Working in a school environment</li> <li>Knowledge of maintenance and cleaning techniques</li> </ul>	A, I, R A, I, R  A, I, R	<ul style="list-style-type: none"> <li>Knowledge and or experience of site team's systems</li> <li>Experience of basic practical skills</li> <li>Experience of managing relevant Health and Safety legislation</li> </ul>	A   A  A
Skills	<ul style="list-style-type: none"> <li>Has a competent command of written and spoken English</li> <li>Self-reliant and able to motivate self</li> <li>Able to deal with emergency situations whilst remaining calm and controlled under pressure</li> </ul>	A, I  A, I, R  A, I, R		

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Skills continued	<ul style="list-style-type: none"> <li>• Demonstrable experience in the use of IT, i.e. word processing and other computer skills</li> <li>• Can work in flexible ways needed for the role</li> <li>• Able to accept instructions from Headteacher and Line Manager as appropriate</li> <li>• Able to develop constructive working relationships with staff, whilst maintaining a high level of professionalism at all times</li> <li>• Good time-keeping and communication skills</li> <li>• Reliable</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>		
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Knowledge of relevant Health and Safety legislation</li> <li>• Knowledge and understanding of safeguarding</li> </ul>	<p>A, I</p> <p>A, I</p>		
Personal Attributes	<ul style="list-style-type: none"> <li>• Relate well to students, staff and parents and care about their individual needs</li> <li>• Able to adapt to changing circumstances and new ideas in a positive and creative manner</li> <li>• Has high expectations of self and others</li> <li>• Energy and enthusiasm</li> <li>• Integrity and loyalty</li> <li>• A good sense of humour</li> <li>• Resilience, determination and passion to succeed</li> </ul>	<p>A, I, R</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, R</p>		
Equal Opportunities	<ul style="list-style-type: none"> <li>• Knowledge of and commitment to equal opportunities issues as they relate to education and schools</li> </ul>	<p>A, I, R</p>		

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Safeguarding	<ul style="list-style-type: none"> <li>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment</li> </ul>	A, I		

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.