

Premises Shift Supervisor - Person Specification

Criteria	Essential	Desirable	Assessed
Education / Qualifications	Basic Literacy and Numeracy Qualification	GCSE English and Maths (grades A*-C) or equivalent. Qualifications in a practical skill e.g. electrician, joinery etc	Application forms Certificates
Experience	Experience of working in a Premises Team Handyperson experience in a work setting	Experience of working in a Premises Team in a Secondary School environment with knowledge of maintenance and cleaning techniques. Previous experience working as a Shift Supervisor	Application forms Interview
Skills & Ability	Good verbal, communication and interpersonal skills having a professional manner at all times Good organisational and time management skills with the ability to prioritise and work under conflicting demands effectively. Ability to work as a member of a team and collaboratively with staff at all levels Flexible and able to respond calmly to a range of requests responding to straightforward problems and unforeseen circumstances e.g. hazards and accidents. Competent in the use of ICT Ability to work and remain calm under pressure Ability to work on own initiative with minimum supervision Possess a driving licence Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance e.g. plumbing, electrical, glazing and carpentry to make safe and carry out small repairs	Be able to drive a school minibus or be willing to undertake minibus training	
Other	Ability to work within and apply all school Health and Safety policies Willingness to be flexible and respond to the working hours required by the school		