



HODGE HILL GIRLS' SCHOOL

"Educating tomorrow's women today"

PERSON SPECIFICATION

Permanent, Term Time Only (25.00 hours per week)

8:00am – 1:00pm

May include the occasional split shift, and some late night for evening events

NAME:

POST: Building Services Supervisor

GRADE: Grade 2

(Consultation grade – subject to formal evaluation under the pay equity review).

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications		City and Guilds (Cleaning Techniques). NEBSS Manual Supervisors Course	<ul style="list-style-type: none"> • Application • Interview • Certification
Experience	Knowledge of IT Experience in caretaking and cleaning work. Knowledge of maintenance and cleaning techniques. Organisation of work. Organisation and control of staff (where appropriate).	Knowledge and or experience of Site team's systems. Knowledge and or experience of Site team's systems. Experience of basic practical skills. Conversant with City council's Industrial Relations Practices.	<ul style="list-style-type: none"> • Application • Interview • Test
Knowledge, Skills and Attributes	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016.	Knowledge of COSHH or a willingness to attend training. Knowledge of managing	<ul style="list-style-type: none"> • Application • Interview • Test

	<p>Self-reliant. Able to motivate self and staff.</p> <p>Able to communicate with other members of staff.</p> <p>Flexible approach/ attitude.</p> <p>Able to deal with emergency situations.</p> <p>Able to accept instructions from Head teacher Site Manager as appropriate.</p>	site health and safety.	
Other	<p>Commitment to equal opportunities.</p> <p>Available for duty as necessary during opening hours of establishment.</p>		<ul style="list-style-type: none"> • Application • Interview

Compiled by: _____

DATE: _____

(Shortlisting/Interviewing Panel): _____

DATE: _____

Hodge Hill Girls' School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S
EQUAL OPPORTUNITIES POLICY.**