

PERSON SPECIFICATION

Job Title: Assistant Building Services Supervisors

Job No:

Grade: GR2

Division:

No of Post:

Section:

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience in caretaking and cleaning work.	AF/I
	Experience and knowledge of general repairs/maintenance and cleaning techniques.	AF/I/T
	Organisation of work.	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Self-reliant. And able to self-motivate	AF/I
	Able to communicate with other members of staff.	AF/I
	Flexible approach/ attitude.	AF/I
	Able to deal with emergency situations.	AF/I
	Able to accept instructions from Head Teacher, Buildings Services Manager or Bursar as appropriate.	AF/I
TRAINING	Willing to undertake appropriate training as required but essentially in swimming pool management	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications		
OTHER	Available for duty as necessary during opening hours of establishment.	I
	Good health record.	I
	Acceptable appearance and speech.	I
	The ability to converse at ease with	

	parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post.	I
CONTRA INDICATION		

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

COMPILED BY: New Hall Primary

DATE: 10/5/2022