## Job Title: Site Supervisor 2 (a) | Grade 4

### Requirements (based on the job description)

#### 1. Qualifications

1.1 NVQ Level 2 qualification in Caretaking (or equivalent)  
1.2 Full driving licence

#### 2. Experience

2.1 Experience of undertaking manual tasks (eg maintenance, DIY etc)  
2.2 Experience of testing portable electrical equipment  
2.3 Experience of driving mini bus  
2.4 Experience of security-related duties

#### 3. Knowledge, skills and abilities

3.1 Ability to work as part of a team  
3.2 Good communication skills  
3.3 Flexible attitude to work  
3.4 Ability to work in an organised and methodical way  
3.5 Basic numeracy and literacy skills  
3.6 Attention to detail skills  
3.7 Basic DIY/repair skills  
3.8 Ability to use powered tools and equipment relevant to the role (eg drill)  
3.9 Time management skills  
3.10 Ability to manage own workload and prioritise effectively  
3.11 Awareness of Health and Safety issues  
3.12 Awareness of COSHH  
3.13 Good interpersonal skills  
3.14 Positive approach to customer care and service delivery

#### 4. Other (including special requirements)

4.1 Commitment to safeguarding and protecting the welfare of children and young people  
4.2 Commitment to equality and diversity  
4.3 Commitment to health and safety  
4.4 Commitment to attendance at work  
4.5 Commitment to undertake in-service training  
4.6 Willingness to work occasionally outside of contracted hours (eg Parents’ Evenings, school functions)  
4.7 Willingness to respond to emergency callouts

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**Note:** We will always consider your references before confirming a job offer in writing  
The successful applicant will be subject to an Enhanced DBS disclosure