



Al-Hijrah School
مدرسة الهجرة

Building Services Supervisor

Person Specification

Grade: GR2 Division: AL-HIJRAH Section: SITE MANAGEMENT

Method of Assessment (M.O.A.)

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

| CRITERIA | ESSENTIAL | MOA |
|--|---|--------------|
| EXPERIENCE (Relevant work and other experience) | Experience in caretaking and cleaning work. Knowledge of maintenance and cleaning techniques. | AF/ |
| | Organisation of work. | AF/I |
| | Organisation and control of staff (where appropriate). | AF/I AF/I |
| | Understanding of Health & Safety requirements and rules in a school environment | AF/I |
| SKILLS AND ABILITIES (E.g. Written communication skills, dealing with the public) | Self-reliant. Able to motivate self and staff. | 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, Strategic Business Manager or Site Manager as appropriate. | AF/I |
| | Good communication skills | AF/I |
| | Able to fulfil all spoken aspects of the role with confidence through the medium of English | AF/I |
| TRAINING | | |
| EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications | City and Guilds (Cleaning Techniques). | AF |
| | NEBSS Manual Supervisors Course. | AF |
| | Work Study Appreciation course. | AF |

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|--------------------------|--|------|
| OTHER | Available for duty as necessary during opening hours of establishment, including evenings. | AF/I |
| CONTRA INDICATION | | |

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE SCHOOLS
EQUALITIES POLICY**