

## Person Specification Building Services Supervisor

### Method of Assessment (MOA)

|                     |               |             |                    |                |
|---------------------|---------------|-------------|--------------------|----------------|
| AF Application Form | C Certificate | I Interview | T Test or Exercise | P Presentation |
|---------------------|---------------|-------------|--------------------|----------------|

| Criteria   | Essential   | DESIRABLE                                   | MOA  |
|--|---|---|------|
| <b>Education/Qualifications</b><br>NB: Full regard must be paid to overseas qualifications.    |   | Experience of caretaking and cleaning work. |      |
| <b>Experience</b><br>Relevant work and other experience  |   |   | AF/I |
| <b>Skills &amp; Ability</b><br>e.g. written communication skills, dealing with the public etc. | Able to motivate self<br>Able to communicate with other members of staff/Children<br>Able to deal with emergency situations.<br>Able to accept instructions from Head teacher or Premises Support manager as appropriate. | DIY Skills                                  |      |
| <b>Training</b>  | Willing to undertake recommended training   | Proactive approach to training              |      |
| <b>Other</b>   | Available for duty as necessary during opening hours of establishment.  |   |      |

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:

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