

Lancashire County Council

Person specification form		
Job title: Site Supervisor 2	Grade:	
Directorate: Children and Young People	Post number:	
Establishment or team:		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications		
NVQ Level 2 qualification in Caretaking (or equivalent)	D	
Full driving licence (at School's discretion)	E	AF
Experience		
Experience of undertaking manual tasks (e.g. grounds/gardening, maintenance, cleaning, DIY etc.)	E	AF and I
Experience of supervising staff (2a only)	D	AF and I
Practical experience of monitoring contract arrangements (2b only)	D	AF and I
Experience of security-related duties	D	AF and I
Knowledge, skills and abilities		
Ability to work as part of a team	E	AF and I
Good communication skills	E	AF and I
Flexible and positive attitude to work	E	AF and I
Ability to work in an organised and methodical way	E	AF and I
Basic numeracy & literacy skills	E	
Attention to detail skills	E	AF and I
Basic DIY/Repair skills	E	I
Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer, gardening tools)	E	AF and I
Ability to manage staff (2a only)	E	AF and I
Time management skills	D	AF and I
Ability to manage own workload and prioritise effectively	E	AF and I
Comfortable with lone working (e.g. early mornings, holidays)	E	
Awareness of Health & Safety issues	E	
Awareness of CoSHH	E	

Good interpersonal skills	E	
Positive approach to customer care and service delivery	E	
Commitment to undertaking relevant training and development	E	
First aid certificate	D	
Other (including special requirements)		
1. Commitment to safeguarding and protecting the welfare of children and young people	E	I
2. Commitment to equality and diversity	E	I
3. Commitment to health and safety	E	I
4. Commitment to attendance at work	E	I
5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings in holidays)	E	I
6. Willingness to respond to emergency callouts	E	I
Prepared by: Nicola Pilkington		Date: March 2025
Note: We will always consider your references before confirming a job offer in writing.		