

BUILDING SUPERVISOR

Person Specification

Attributes	Essential	Desirable
Experience	<p>Experience in a janitorial or Building Supervisor role.</p> <p>Good knowledge of Health & Safety issues.</p> <p>Understanding of COSHH and manual handling regulations.</p>	<p>Staff supervision experience.</p> <p>Previous security responsibilities.</p>
Qualifications	<p>Good standard of literacy and numeracy.</p> <p>Good IT skills</p>	<p>Evidence of appropriate CPD</p> <p>ECDL</p>
Skills/Knowledge	<p>Strong communication skills and the ability to liaise with people at all levels.</p> <p>Ability to supervise and motivate staff in a team working environment.</p> <p>Ability to organise own and team workload, and to work without supervision.</p> <p>Team player.</p>	<p>Practically skilled in an area such as general maintenance, DIY</p>
Other	<p>Good standard of personal presentation and hygiene.</p> <p>Good level of physical fitness.</p> <p>Flexible attitude to work.</p>	

This position is worked on a rotating weekly shift basis, as follows:

Early shift: 6.00am – 2.00pm

Back shift: 12.00pm – 8.00pm (Monday & Friday), 2.00pm – 10.00pm, (Tuesday to Thursday)

Day shift: 8.45am – 4.30pm