

Person Specification

Job Title: Building Supervisor

Base/Location: Ryland Centre, New Road, Bromsgrove, B60 2JS

Salary: £17,866 per annum pro rata plus performance related pay (based upon 34 hours per week – Actual salary £15,575 per annum)

	Essential	Desirable	How assessed
Qualifications <ul style="list-style-type: none"> • Full First Aid at Work Certificate or willingness to undertake qualification within 3 months 	•		AF
Experience <ul style="list-style-type: none"> • Minimum of 1 year's experience in a facility supervisory role to include:- <ul style="list-style-type: none"> • General maintenance • Site security • Use of ICT • Experience of working with members of the public 	• •		AF & I AF & I
Knowledge <ul style="list-style-type: none"> • Knowledge of general health and safety e.g. risk assessments, manual handling. • Building supervision, security (key holder) and call out. • Reception duties and operations • Cash reconciliation and banking 	• •	• •	AF & I AF & I AF & I
Skills/Competencies <ul style="list-style-type: none"> • A can do attitude and approach. • Ability to write reports 	•	•	P, T & I P, T & I

<ul style="list-style-type: none"> • Able to work as part of a team • Flexible and able to multi-task • Customer focused • IT literate in particular word and excel 	<ul style="list-style-type: none"> • • • • 		<p>P, T & I</p> <p>P, T & I</p> <p>P, T & I</p> <p>P, T & I</p>
Other Requirements <ul style="list-style-type: none"> • Satisfactory enhanced DBS – see notes overleaf • Must be flexible in approach to working hours. • Able to work on a shift basis • Able to work out of hours (alarm call outs) • Minimum 18 years of age (Public Entertainment Licence). • Able to undertake manual handling tasks for the receipt of deliveries, setting up and dismantling equipment, undertaking cleaning and maintenance duties. 	<ul style="list-style-type: none"> • • • • • • 		<p>DE</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>MQ</p>
KEY AF = Application Form T = Test I = Interview P = Presentation MQ = Medical Questionnaire DE = Documentary Evidence			

Person Specification – Continuation

Posts Working with Vulnerable Groups

Disclosure and Barring Scheme(DBS) - Safeguarding of Vulnerable Groups
Information regarding the disclosure of criminal backgrounds where the post applied for is classed as Regulated Activity with regard to working or having contact with vulnerable groups, including children.

You will appreciate that, as a public service charged with responsibility for the welfare of children and vulnerable adults the Trust needs to be particularly careful about the character and background of its employed and voluntary personnel whose work will bring them into contact with children or vulnerable adults. The information below establishes whether the post for which you are applying for meets the criteria of 'Regulated Activity' as defined in the Disclosure and Barring Scheme. If it does the Trust is required to check that you have not been barred from working with children or vulnerable adults and **similarly any person who is barred from working with children and vulnerable adults will be committing a**

criminal offence if they work or volunteer, or try to work or volunteer with these groups. This check will be completed by undertaking an Enhanced DBS application.

Disclosure and Barring Requirements:				
	Adults		Children	Neither
In line with the Employer's Safeguarding responsibilities, this position is providing a service to? (please ✓ as appropriate):	<input type="checkbox"/> DBS check may be required, continue to the next section.		<input checked="" type="checkbox"/> DBS check may be required, continue to the next section.	<input type="checkbox"/> DBS check is not required – no further information required.
For Positions working with Children	Yes	No	Notes	
Is the position (a) working in a Specified place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes is answered for (a) and/or (b) then the Frequently or Intensive test (c) must also be met in order for the position to be subject to an Enhanced DBS Disclosure with a check against the Children's Barring list.	
(b) working in an "Unsupervised Activity"?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
(c) if yes is answered for (a) and/or (b), is the frequency or Intensive test met?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
For Positions working with Adults	Yes	No	Notes	
Is this position working with an Adult providing:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes is answered to any of the services listed (on the left) an Enhanced DBS Disclosure with a check against the Adult's Barring list is required. Please note: There is no "frequency" test. If none of the services listed (on the left) are undertaken as part of the post no DBS Disclosure check is required.	
– health care	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
– personal care	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
– social work	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
– assistance with cash, bills and/or shopping	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
– assistance in the conduct of a person's own affairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
– conveying or	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
– day to day supervision of a person carrying out any of the above activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

If the post is deemed as Regulated Activity the successful candidate will be asked to complete a form which will enable the appropriate checks with the DBS to be undertaken. The form will be posted to your home address and upon completion should be returned to the Human Resources Section. Various forms of proof of evidence will be required to be provided along with the application form. Failure to complete and return the form will prevent the processing of your application further.

Declaration of Convictions and Cautions

The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. The act does not allow those with access to children and vulnerable adults the right to withhold information regarding previous convictions, cautions or formal warnings for any offence (not just those involving vulnerable groups) which for the other purposes are 'spent' under the provisions of the Act.

Therefore, when completing the application form (page 5) you must declare all convictions or cautions or formal warnings in accordance with the act. **In signing the declaration on the application form you are also confirming that you are not barred from working with children and/or vulnerable adults.**

The fact that a person has a criminal record does not automatically render them unsuitable for work with the groups of people outlined, but certain criminal convictions may conflict with this area of work. It may be necessary for you to attend a meeting with a Senior Officer to discuss the details of any notified convictions. Following such a meeting a decision will be made to either offer of appointment or withdraw the offer of appointment.

All information provided by yourself and the DBS will be treated in strict confidence and in accordance with the DBS's Code of Practice and the Trust's Policy (these documents may be reviewed at the address given below). The information will be destroyed after a decision has been made regarding the recruitment process.

Thank you for your co-operation; Sandwell Leisure Trust, Carnegie Building, Victoria Road, Tipton DY4 8SR.