

# PERSON SPECIFICATION

## H141 Area Caretaker

Specification Type	Additional/changed requirements	E/D	Measure
<b>Qualifications &amp; Training</b>	Relevant experience of working in a caretaking role	E	1,3
<b>Qualifications &amp; Training</b>	Relevant health and safety qualification	D	1, 3, 4
<b>Knowledge &amp; Experience</b>	Awareness of Health and Safety issues	E	1, 3
<b>Knowledge &amp; Experience</b>	Experience of working in a customer facing role	E	1, 3
<b>Knowledge &amp; Experience</b>	Experience of record keeping	E	1, 3
<b>Knowledge &amp; Experience</b>	Experience of working in a local authority	D	1, 3
<b>Skills &amp; Abilities</b>	Ability to work on own initiative	E	1, 3
<b>Skills &amp; Abilities</b>	Ability to work alone and as part of a team	E	1, 3
<b>Skills &amp; Abilities</b>	Ability to follow safe systems of work	E	1, 3
<b>Skills &amp; Abilities</b>	Ability to understand risk assessments and guidance	E	1, 3
<b>Skills &amp; Abilities</b>	Flexible approach to meet the needs of a demanding service	E	1, 3
<b>Skills &amp; Abilities</b>	Planning and managing workloads	E	1, 3
<b>Skills &amp; Abilities</b>	Good communication skills	E	1, 3
<b>Skills &amp; Abilities</b>	Good ICT skills	E	1, 3

### **Car Allowance:**

This post holder will have access to a council vehicle whilst at work.

### **E/D:**

Essential (E)

Desirable (D)

### **Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]

