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| **Person Specification – Caretaker / Cleaner** |

**\* \* \* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \* \***

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| **Criteria** | Essential requirements | **\* M.O.A** |
| **Skills, knowledge, experience etc** | | |
|  | Awareness of COSHH and other similar H&S regulations appropriate to the role. | I & A |
|  | Knowledge of building services and management systems. | I & A |
|  | Working knowledge of building security and other control systems and procedures. | I & A |
|  | Working knowledge of the Town Council’s policies and procedures relating to the role. | I & A |
|  | Experience of positive engagement with residents, community groups, Town Council stakeholders and partners. | I & A |
|  | Excellent communication skills, both orally and written. | I & A |
|  | Experience in the accurate completion of tasks within agreed timescales. | I & A |
|  | Experience in the identification and assessment of risks. | I & A |
|  | Skill and ability to undertake minor repairs. | I & A |
| Qualifications | | |
|  | Level 2 or equivalent quailification in Literacy and Numeracy. | C |
|  | Appropriate H&S qualifications including manual handling. | C |
|  | Appropriate Customer Service qualification. | C |
| **Health and safety** | | |
|  | The ability to use equipment as instructed and trained. | I & A |
|  | The ability to inform management of any health and safety issues which could place individuals in danger. | I & A |
|  | The ability to manually handle and lift safely. | I & A |
| **Personal attributes and circumstances** | | |
|  | Pleasant, courteous and respectful personality | I |
|  | Resourceful, proactive and decisive, open, honest and trustworthy. | I |
|  | Demonstrate a flexible, motivated and pro-active approach to service delivery. | I |
|  | Willingness to work unsocial hours | I |

**\*Method of assessment (\*M.O.A)**

**A** = Application form: **I** = Interview

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

Approved by the Town Council at its meeting on 15th October 2015

**George MacKenzie**

**Town Manager**