



KNOWSLEY TOWN COUNCIL

PERSON SPECIFICATION Caretaker/Handyperson

Qualifications

- Full, clean driving licence **(E)**

Skills and Knowledge

- Excellent interpersonal skills **(E)**
- Ability to assist and advise users of Council facilities **(E)**
- Ability to carry out minor maintenance and repairs to Council facilities **(E)**
- Ability to help provide adequate security for Council property and users of Council facilities **(E)**
- Ability to maintain high standards of cleanliness within Council facilities **(E)**

Experience

- Experience of using machinery and equipment for cleaning and repairs **(D)**
- Experience of carrying out general maintenance and repairs to buildings and grounds **(D)**
- Experience of managing and controlling cleaning materials and hazardous substances **(D)**
- Experience of stock control, ordering and distribution of cleaning materials **(D)**
- At least two years' experience in a caretaking or similar role **(D)**
- First Aid training **(D)**
- Health and Safety training **(D)**

Personal Attributes

- Commitment to public service **(E)**
- Commitment to delivering a high standard of customer care **(E)**
- Willingness to work flexibly in accordance with service needs **(E)**
- Ability to participate in a monthly out-of-hours call-out rota in response to building alarm activations when Council buildings are closed **(E)**
- Commitment to maintaining high standards of cleanliness **(E)**
- Positive and proactive attitude, with the ability to work effectively under pressure **(E)**
- Commitment to self-development and continuous improvement in the role **(E)**
- Willingness to wear the uniform provided **(E)**

Key

- **E = Essential**
- **D = Desirable**