

## PERSON SPECIFICATION

Title                    **Caretaker**

	<b>Essential</b>	<b>Desirable</b>	<b>Method Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of secondary education, GCSE English/Maths or equivalent</li> <li>• Computer Literate in Microsoft office including Excel, Word</li> </ul>		Application Form Certificates  Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in carrying out repairs to building fabric</li> <li>• Possess a high degree of attention to detail</li> <li>• Proactive and enthusiastic Team Player</li> <li>• Awareness of Health and Safety</li> <li>• Highly customer focused</li> <li>• 'Can do' attitude</li> <li>• Experience of working within Facilities Management</li> <li>• Experience dealing with customers and suppliers</li> </ul>		Application Form Interview References
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise and work to deadlines</li> <li>• Good interpersonal skills</li> </ul>		Application Form Interview References
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Works well with others</li> <li>• Contributes ideas</li> <li>• Does a great job</li> <li>• Is respected</li> <li>• Improves job performance</li> <li>• Thinks ahead</li> </ul>		Application Form Interview References
<b>Motivation &amp; Expectation</b>		<ul style="list-style-type: none"> <li>• Willingness to undertake further training as required</li> </ul>	Interview

Person Specification – Handyman/Caretaker

<b>Work Related Circumstances</b>	<ul style="list-style-type: none"><li>• Flexible approach to meeting the needs of the role</li></ul>		Application Form Interview References