

PERSON SPECIFICATION

AREA CARETAKER – T141

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

Car Allowance:

This post does not carry a designated car user status.

E/D:

Essential (E)
Desirable (D)

Measure:

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