



## PERSON SPECIFICATION

**JOB TITLE: Caretaker**

	ESSENTIAL	DESIRABLE
<b>SKILLS, KNOWLEDGE AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● GCSE – Maths &amp; English</li> <li>● Good IT computer/tablet skills using bespoke apps</li> <li>● Microsoft Office including Outlook and Excel</li> <li>● Valid driving licence (pre-employment check will be made)</li> <li>● Good record keeping</li> </ul>	<ul style="list-style-type: none"> <li>● COSHH knowledge</li> <li>● IOSH health &amp; safety certificate.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Understanding of health &amp; safety responsibilities.</li> <li>● Basic DIY skills</li> <li>● Equipment fault diagnosis and small repairs</li> </ul>	<ul style="list-style-type: none"> <li>● General plumbing skills</li> <li>● Building maintenance</li> <li>● Decorating skills</li> <li>● Inspection skills</li> </ul>
<b>APTITUDES AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>● Good levels of fitness &amp; strength</li> <li>● Able to work in all weathers</li> <li>● Trained in manual handling techniques</li> <li>● Able to work at height</li> <li>● Able to follow plans and instructions accurately</li> <li>● Problem-solving skills</li> <li>● Good communication skills</li> <li>● Good customer care skills</li> <li>● Good interpersonal skills</li> <li>● Ability to work alone or as part of a team</li> </ul>	

	<ul style="list-style-type: none"><li>• Strong self-motivation</li><li>• Good time keeping &amp; flexibility to work patterns</li><li>• A good approach to scheduled &amp; reactive work patterns</li><li>• Willingness to learn &amp; undertake training</li></ul>	
--	---	--