



# Person Specification

make the right move - join us



St. Helens Council

Job Title: Caretaker

Ref No: PEPZ010

| <b>Knowledge</b>  | <b>E = Essential<br/>D = Desirable</b> | <b>Identified by</b>           |
|---|--|--------------------------------|
| Knowledge of basic Health and Safety Procedures and hazards       | E                                      | Application Form/<br>Interview |
| <b>Skills and Abilities</b>                                       | <b>E = Essential<br/>D = Desirable</b> | <b>Identified by</b>           |
| Basic DIY Skills  | E                                      | Application Form/<br>Interview |
| Ability to organise and prioritise workload for self and others   | E                                      | Application Form/<br>Interview |
| Ability to communicate with staff/public at all levels            | E                                      | Interview                      |
| Ability to undertake routine paperwork                            | E                                      | Application Form/<br>Interview |
| Ability to motivate staff to work as a team                       | E                                      | Interview                      |
| <b>Experience</b>   | <b>E = Essential<br/>D = Desirable</b> | <b>Identified by</b>           |
| Experience of the cleaning Industry                               | E                                      | Application Form/<br>Interview |
| <b>Qualifications</b>   | <b>E = Essential<br/>D = Desirable</b> | <b>Identified by</b>           |
| BIC's Level 1 & 2   | D                                      | Application Form               |
| NVQ Level 1   | D                                      | Application Form               |
| <b>Other Circumstances</b>  | <b>E = Essential<br/>D = Desirable</b> | <b>Identified by</b>           |
| Must be able to work as part of a team in a very busy environment | E                                      | Interview                      |