

Person specification for caretaker (UPDATED NOVEMBER 2023)

Attribute	Essential	Desirable	How Identified
Relevant experience	<p>Previous employment in a customer facing and/or service industry.</p> <p>Cleaning and housekeeping.</p>		<p>Application Form</p> <p>Interview</p>
Education & Training	<p>Basic educational standard including maths and English</p> <p>Relevant work experience and training</p> <p>Keen to undertake training and expand knowledge</p>	<p>Relevant vocational qualifications</p> <p>Knowledge of relevant Health & Safety legislation e.g. COSHH</p> <p>First aid certificate</p>	<p>Application Form</p> <p>Certificates</p> <p>Interview</p>
Special Knowledge & Skills	<p>Basic DIY / Handyperson skills</p>	<p>Knowledge of audio-visual systems.</p> <p>Security procedures e.g. alarms.</p> <p>Undertaking safety checks e.g. fire alarms, play park inspections.</p> <p>Basic repairs.</p>	<p>Application Form</p> <p>Interview</p>
Additional attributes	<p>A friendly & helpful manner.</p> <p>Excellent people skills.</p> <p>Ability to work on your own initiative and be self-motivated.</p> <p>A 'can do' attitude and a willingness to get involved with a variety of tasks as required.</p> <p>Ability to be calm under pressure and communicate effectively.</p> <p>A practical, flexible approach to tasks.</p>		<p>Interview</p> <p>References</p>