

Liskeard Town Council

Person specification for Caretaker with cleaning responsibilities

Attribute	Essential	Desirable	How Identified
Relevant experience	<p>Previous employments in a customer facing / service industry</p> <p>Cleaning and housekeeping</p>	<p>Previous employment in a cleaner / caretaker role such as in a school, hospital, nursing home etc</p> <p>Experience as a key holder</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>Health & Safety and COSH training</p>	<p>Application Form</p> <p>Certificates</p> <p>Interview</p>
Special Knowledge & Skills	<p>An understanding of electronic equipment / information technology</p>	<p>Knowledge of security systems</p>	<p>Application Form</p> <p>Interview</p>
Additional attributes	<p>Self-motivated, enthusiastic, conscientious with a positive 'can do' attitude</p> <p>Flexibility and ability to respond to changing demands</p> <p>Team player with ability to work on own initiative</p> <p>Live within 20 minutes of the site – alarm key holder</p>	<p>Living within walking distance of the Public Hall</p>	<p>Interview</p> <p>References</p>

	<p>Highly observant and good attention to detail</p> <p>Good people skills – customer focused</p> <p>Physically capable – some heavy lifting and moving, working at height</p> <p>Ability to work under pressure and solve problems</p> <p>Good time management</p> <p>Discrete and trustworthy</p>		
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