

Person Specification

GENERAL ASSISTANT

	Essential:	Desirable:
Qualifications:	<p><i>Full Clean Driving License</i></p> <p><i>English and Maths certificate or equivalent.</i></p>	<p><i>Driving Licence Category BE</i></p> <p><i>Lantra / NPTC certificates on Grounds Maintenance Equipment e.g.; brush cutter, pedestrian mower, chainsaw etc.</i></p> <p><i>Qualifications in safe use of General Maintenance tools and equipment e.g. abrasive wheels, circular saws, drills etc.</i></p> <p><i>Institute of Cemetery and Crematorium Management (ICCM) certificate.</i></p> <p><i>Royal Society for the Prevention of Accidents (RoSPA) - Play Safety Certificate</i></p> <p><i>Emergency 1ST Aid certificate.</i></p> <p><i>Health and Safety certificate. (IoSH)</i></p> <p><i>Fire Safety certificate.</i></p>
Occupational experience:	<p><i>General grounds inspection and maintenance.</i></p> <p><i>Horticulture knowledge and experience.</i></p> <p><i>Use and knowledge of grounds maintenance equipment.</i></p> <p><i>Building Maintenance and Cleaning knowledge and experience</i></p> <p><i>Risk assessments, COSHH, Inspections and record keeping.</i></p>	<p><i>Horticulture.</i></p> <p><i>Buildings Maintenance and Cleaning</i></p> <p><i>Evidence of being tidy and systematic.</i></p> <p><i>Fire Safety Trained.</i></p>
Personal qualities:	<p><i>Ability to communicate effectively at all levels.</i></p>	<p><i>Ability to think laterally.</i></p> <p><i>Proactive.</i></p>

	<p><i>Able to work flexible hours and weekends as required when scheduled on the rota.</i></p> <p><i>A willingness to learn new tasks.</i></p> <p><i>Ability to work unsupervised.</i></p> <p><i>Self-motivated as a lone worker.</i></p>	<p><i>Ability to anticipate client needs and grounds requirements and take action in advance.</i></p>
Physical requirements:	<p><i>General wellbeing and physically able bodied.</i></p>	<p><i>Low absence record.</i></p>