

Person Specification: Casual Caretaker

Attribute:	Essential:	Desirable:
Education and Training	<p>Maths and English GCSE or equivalent.</p> <p>COSHH</p> <p>Emergency First Aid at Work.</p> <p>Fire Safety certificate.</p> <p>Understanding of workplace safety procedures</p>	<p>DIY College Certificate</p> <p>Institution of Occupational Safety and Health (IOSH)</p> <p>NEBOSH</p>
Experience	<p>Cleaning knowledge and experience.</p> <p>Record keeping reporting to line managers when required</p> <p>Managing various buildings, security locking and setting of alarms.</p> <p>Able to problem solve unsupervised.</p> <p>Have the ability to use basic hand tools.</p> <p>Confidence in using basic communication tools, such as email or written logs, to relay information to colleagues or Councillors</p>	<p>Evidence of being tidy, organised and systematic.</p> <p>Understanding of Health & Safety</p> <p>Some basic DIY skills.</p>
Skills and knowledge	<p>Able to work flexible hours evenings and weekends as required when scheduled.</p> <p>A willingness to learn new tasks.</p> <p>Ability to work unsupervised.</p> <p>Self-motivated as a lone worker.</p>	<p>Ability to think laterally.</p> <p>Proactive.</p> <p>Ability to anticipate client needs.</p>

<p>Communication</p>	<p>Ability to communicate effectively at all levels.</p> <p>Clear and effective verbal communication skills, with the ability to understand and follow instructions accurately.</p> <p>Capable of reporting issues clearly, including maintenance needs, safety concerns, or scheduling conflicts, to the appropriate line manager.</p> <p>Basic written communication skills, sufficient for completing logs, incident reports, or signing in books</p> <p>Able to listen and respond appropriately to requests or feedback, ensuring tasks are completed to required standards.</p> <p>Confidence in asking for clarification when instructions or expectations are unclear.</p>	<p>Experience communicating in a customer-facing or public service environment, such as community centres, schools, or Council buildings.</p>
<p>Personal Qualities</p>	<p>Dependable and trustworthy, with a strong sense of responsibility when working independently or unsupervised.</p> <p>Flexible and adaptable, able to respond to changing schedules, tasks, and priorities, including evening and weekend work.</p> <p>Practical and hands-on, with a proactive approach to solving minor issues and maintaining facilities.</p> <p>Positive and helpful attitude, contributing to a welcoming environment for staff, visitors, and the public.</p> <p>Attention to detail, ensuring tasks are completed to a high standard and safety procedures are followed.</p>	

Working Collaboratively	<p>Able to work effectively as part of a team, supporting colleagues to ensure smooth day-to-day operations and event delivery.</p> <p>Demonstrates a helpful and cooperative attitude, especially during busy periods or when responding to last-minute changes.</p> <p>Understands the importance of shared responsibility, particularly in maintaining safe, clean, and welcoming facilities.</p>	
Other relevant factors	<p>Full UK Driving License and access to a vehicle</p> <p>Physically fit and capable of undertaking manual tasks, including lifting, moving furniture, and standing for extended periods, in line with the practical demands of the role</p> <p>The position is subject to a Data Barring Service Check (DBS)</p> <p>Undertake other delegated duties appropriate to the post and be adaptable to changing work patterns</p>	