

## 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 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 &amp; Safety</p> <p>Some basic DIY skills.</p>
Skills and knowledge	<p>Able to work flexible hours evenings, weekends and bank holidays 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 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>	

<p>Working Collaboratively</p>	<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>	
<p>Other relevant factors</p>	<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>	