

Person Specification

POST:	CARETAKER	GRADE:	4
DIRECTORATE:	COMMUNITIES	POST NO:	

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
One Team One Council	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
Work Smart	
Participates in corporate working to ensure integrated service provision.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview
Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Able to demonstrate appropriate levels of workplace literacy and numeracy.	E	Application form

SKILLS/KNOWLEDGE/ABILITIES	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Ability to work unsupervised and follow procedures, accepting responsibility for own work	E	Application form/Interview
Ability to communicate effectively both verbally and in writing	E	Application form/Interview
Organisational ability including record keeping	E	Application form/Interview
Working awareness of Health and Safety	E	Interview
Ability to work in an environment that demands work is carried out responsibly and to strict deadlines	E	Application form/Interview
Ability to work flexibly as part of a team	E	Application form/Interview
Competent in the use of IT	D	Application form/Interview
A basic working knowledge of buildings and plant maintenance and the ability to identify and rectify simple problems and issues	E	Application form/Interview
Physically capable of undertaking light manual work including cleaning, lifting large, irregular shaped and heavy items, with assistance as necessary	E	Application form/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Previous caretaking experience	D	Application form/Interview
Previous caretaking experience in a similar environment	D	Application form/Interview
Staff supervisory experience	E	Application form/Interview
Dealing with the public on a regular basis	E	Application form/Interview
Previous experience in security-related work	D	Application form/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT(Application Form/Interview/Test)
Willing and able to act as key holder and emergency call-out contact for the Civic Centre site	E	Interview
Must live within 20 minutes travelling distance of Wyre Civic Centre to fulfil call-out requirements	E	Application form/Interview
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	E	References
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	E	Application Form/Interview

PREPARED BY: David McArthur	DATE: 25 February 2020
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability