

## TORPOINT TOWN COUNCIL

### PERSON SPECIFICATION

**Post:** CARETAKER

**Hours:** 20 plus call out allowance and additional hours

**Grade:** Spinal Point 10

**Job Purpose:** We are seeking to appoint an enthusiastic caretaker. Duties will include maintaining very high standards of cleaning, security and maintenance of the council premises. Key holding duties are an integral part of this post.

PERSONAL ATTRIBUTES	IMPORTANCE	HOW ASSESSED
<b>Education &amp; Qualifications</b>		
Attendance at courses related to cleaning, caretaking or Health & Safety	Essential	Application/Interview
<b>Experience</b>		
Taken responsibility for the security of a building	Essential	Application/Interview
Knowledge of security systems	Essential	Application/Interview
<b>Skills and Abilities</b>		
Ability to follow instructions on equipment ,materials etc	Essential	Application/Interview
Punctual and Reliable	Essential	Reference
Handyperson Skills	Essential	Reference
Able to organise, prioritise and complete tasks efficiently	Essential	Reference
Ability to carry out necessary Health & Safety checks and maintain log books	Essential	Application/Reference
Practical ability to problem solve and use	Essential	Interview
<b>Other Requirements</b>		
Willing to work outside normal hours if required	Essential	Interview
Willing to undertake relevant training	Essential	Interview