

# TORPOINT TOWN COUNCIL

## PERSON SPECIFICATION

<b>CARETAKER</b>	
<b>Essential</b>	
<b>1. Educational Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good standard of general education.</li> </ul>
<b>2. Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ Enthusiastic and mature outlook.</li> <li>➤ An "all-rounder" with 'hands-on' involvement.</li> <li>➤ A good team player.</li> <li>➤ Ability to relate to and work with others at all levels.</li> <li>➤ Flexible attitude as out of hours working will be required.</li> <li>➤ Good health and fitness record.</li> <li>➤ Customer focussed.</li> <li>➤ Ability to be tactful in difficult situations.</li> </ul>
<b>3. Skills, Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>➤ Good working knowledge and use of cleaning and caretaking equipment.</li> <li>➤ Experience of COSHH regulations.</li> <li>➤ Ability to manage own workload.</li> <li>➤ Reasonable knowledge of Health and Safety Legislation</li> <li>➤ Experience of effective record keeping.</li> <li>➤ Knowledge and experience of building security.</li> <li>➤ Experience and/or knowledge of implementing legislation.</li> <li>➤ Ability to undertake routine maintenance work.</li> </ul>
<b>4. Motivation</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake training to improve skill base or adapt to changing circumstances.</li> <li>➤ Self-reliant and self-motivated.</li> <li>➤ Willing to work outdoors in all weather.</li> </ul>
<b>5. Other</b>	<ul style="list-style-type: none"> <li>➤ Mobility in being able to work at Council premises and other areas in the town.</li> <li>➤ Full clean driving licence desired.</li> </ul>