

Person Specification: Caretaker

| | Essential | Desirable |
|--|---|---|
| Communication | <ul style="list-style-type: none"> • Able to understand information, advise and liaise with others accordingly • others as appropriate • Has written and numeric skills in order to complete more detailed records and reports • Able to listen, observe and contribute to discussions as required for the job e.g. client care, child care, work plans etc. • Able to communicate using information technology as required for the job. | Able to be receptive to information being communicated (which can be non-verbal). |
| Team Work | <ul style="list-style-type: none"> • Able to establish a rapport with service users as necessary e.g. clients, members of the public, etc. • Understands the needs of others and able to respond accordingly. | <ul style="list-style-type: none"> • Understands how to encourage and influence people to get the best from them |
| Planning and Organising | <ul style="list-style-type: none"> • Knows how to organise own work load • Knows how to prioritise work and deliver on time • Contributes to day-to-day smooth running of Caretaking duties • Able to maintain accurate and timely records as required by the role • Identifies and knows how to solve everyday job-based tasks around maintenance and premises duties. | |
| Operational Knowledge | <ul style="list-style-type: none"> • Knowledge across a number of jobs, services and processes relevant to Health and Safety, Security, Cleaning and Maintenance • Knowledge of how own job fits into the activity and role of the area/site. | |
| Technical Skills and Qualifications | <ul style="list-style-type: none"> • Use of a range of basic tools and machinery. Follows work routines/instructions. • Knowledge that is usually acquired based on "on the job training", but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment. | |