

Position – Caretaker

Essential	Essential	Desirable	How we will test
Skills and Abilities	<p><b>People Skills</b></p> <ul style="list-style-type: none"> <li>• Reliable, flexible and customer focussed.</li> <li>• A courteous, approachable and helpful manner.</li> <li>• Awareness of equality issues.</li> <li>• Ability and willingness to work as an effective member of a team</li> </ul> <p><b>Performance</b></p> <ul style="list-style-type: none"> <li>• Ability to prioritise work and manage time accordingly</li> <li>• Ability to use initiative.</li> <li>• Commitment to high standards of service delivery.</li> <li>• Keeping estates clean and tidy</li> <li>• Computer literate</li> </ul>		Application Form Interview References
Experience	<ul style="list-style-type: none"> <li>• Working with the public</li> <li>• Working previously within a caretaker (or similar) role</li> </ul>	<ul style="list-style-type: none"> <li>• Liaising with external agencies e.g. council departments</li> </ul>	Application Form Interview References
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of First Aid</li> </ul>	Application Form and Interview
Other Requirements	Flexible, conscientious approach to work including working out with office hours when required		Interview and References