



**NELSON TOWN COUNCIL**

**PERSON SPECIFICATION - CARETAKER**

	<b>Essential</b>	<b>Desirable</b>
<b>EDUCATION &amp; QUALIFICATIONS</b>	<p>Recognised qualifications in English language, mathematics</p> <p>Health &amp; Safety, cleaning &amp; building management and or training</p>	<p>Customer care / customer service qualifications or experience</p> <p>NVQ in Building Maintenance &amp; Caretaking or equivalent</p> <p>Up to date First aid qualification</p>
<b>EXPERIENCE</b>	<p>Dealing with the general public</p> <p>Taking responsibility for the security of a building</p>	<p>Caretaking experience within the public sector</p> <p>Previous experience within a similar role</p> <p>Experience of venue management</p>
<b>SKILLS &amp; KNOWLEDGE</b>	<p>Good organisational skills</p> <p>Ability to follow instructions</p> <p>Ability to work effectively with minimum direct supervision from others and on own initiative</p> <p>Numerical ability and Self-motivation</p> <p>Good verbal and written communications</p> <p>Able to work under pressure and multi-task</p>	<p>Computer literate</p> <p>Relevant Health &amp; Safety issues and Regulations</p> <p>Holds a full driving license</p> <p>Able to show empathy to service users who seek help and advice on range of issues</p>
<b>PERSONAL QUALITIES</b>	<p>Able to present him/herself in a professional manner at all times</p> <p>Approachable attitude and confident manner</p> <p>Physically fit and healthy and able to work outside</p> <p>Apply a considerate and discreet approach towards sensitive and confidential situations</p>	<p>Be of smart appearance, conscientious and courteous</p>