



Person Specification

ESSENTIAL	DESIRABLE
EDUCATION	
<ul style="list-style-type: none"> • GCSE (or equivalent) grade C or above in English and Maths 	<ul style="list-style-type: none"> • CIEH Health and Safety min level 2 • First Aid at work • Working at Heights • Manual Handling
EXPERIENCE	
<ul style="list-style-type: none"> • Experience of cleaning busy buildings • Experience of general maintenance and repairs 	<ul style="list-style-type: none"> • Experience of working for a local authority / public sector
SKILLS	
<ul style="list-style-type: none"> • Able to use machinery competently without supervision • Good knowledge of basic Health and Safety and Risk Assessments • To be able to lift and move furniture / equipment and other heavy items • Understanding of various maintenance tasks • An understanding of Manual Handling • An understanding of the use of hand and power tools • An understanding of Working at Heights 	<ul style="list-style-type: none"> • Ability to use a computer and has a basic understanding of Microsoft Office products • Ability to send and receive emails with attachments. • Ability to operate a mobile phone
PEOPLE SKILLS	
<ul style="list-style-type: none"> • Ability to work well with a wide range of people and as part of a team • Approachable and helpful attitude • Ability to communicate effectively at all levels 	<ul style="list-style-type: none"> • Ability to positively promote Council services
PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • Ability to carry out the physical requirements of the role • Demonstrates reliability and flexibility 	<ul style="list-style-type: none"> • Basic understanding of the roles and responsibilities of a Town Council • Creative thinker. Comes up with ideas and solutions to problems

<ul style="list-style-type: none">• Demonstrates ability to be motivated and work within a team• Positive attitude with a flexible approach to get the job done• Ability to multi-skill and prioritise• Willingness to work flexibly in response to changing organisational requirements• Willingness to train and develop• A smart professional manner• Ability to act professionally on behalf of the Council• Current driving licence	
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The successful candidate will be offered the job conditional upon medical and job references