

## PERSON SPECIFICATION

### POST: CARETAKER/MAINTENANCE PERSON (FULL TIME)

Please ensure that you show **how** you meet the following requirements when completing your application form.

ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
<b>SKILLS/KNOWLEDGE/QUALIFICATIONS (if any)</b>	
1. Reliability & trustworthiness e.g., in securing building as a main keyholder	App Form/Interview
2. Physical ability to carry out manual handling tasks, i.e., lifting, climbing, and moving of items over various floors	App Form/Interview
3. Ability to plan and prioritise a range of regular and irregular tasks.	App Form/Interview
4. Ability to analyse tasks and how they may best be achieved.	App Form/Interview
5. Good attendance and time keeping record.	App Form/Interview
6. Knowledge of housekeeping and maintenance tasks including basic gardening skills	App Form/Interview
7. Experience of undertaking practical tasks and knowledge of COSHH in respect of cleaning materials	App Form/Interview
8. Ability to work on own initiative as well as within a team, be adaptable, pro-active, and supportive of colleagues.	App Form/Interview
9. Able to work flexible hours as and when required	App Form/Interview
10. Able to work safely in providing a clean environment within a public building and its surrounds in line with Health and Safety requirements	App Form/Interview
11. Willingness to undertake relevant training as and when required and to include First Aid	App Form/Interview
12. Computer literate with good knowledge of Microsoft Office packages including Outlook, Word, Excel and use of laptop or tablet	App Form/Interview/Inhouse Test
13. Competent at basic H&S checks and task including fire, water, electrical (PAT) etc	App Form/Interview
14. Must have access to own vehicle with appropriate business insurance cover, with a good understanding of the Leicestershire area	App Form/Interview/Docs
15. Able to plan and prioritise own workload	App Form/Interview
16. Ability to follow verbal and written instructions including communicating with people at all levels	App Form/Interview
17. Able to demonstrate negotiation skills in order to secure best value in purchasing services from contractors and suppliers	App Form/Interview
18. Previous work experience in property maintenance	App Form/Interview
19. Be physically fit and able to work in all weather conditions	App Form/Interview
20. Flexible to provide caretaking cover for holidays/sickness and to work occasional Saturdays for maintenance works	App Form/Interview
21. Able to demonstrate an awareness of the issues facing older people and the ethos of Age UK Leicester Shire & Rutland	App Form/Interview