



## Assistant Caretaker – Person Specification

**Working Pattern: 16 ½ hours per week; Monday 5pm-9.30pm, Tuesday to Friday 5pm-7.30pm, every two weeks Saturday 9am- 1pm, 52 weeks per year.**  
**Point 17 £17,547 (Pro-rata)**  
**Actual Salary £7,986.**

Essential	Desirable
<b><u>Qualifications</u></b>	
<ul style="list-style-type: none"> <li>▪ Educated to 'O' Level / GCSE standard</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recognised qualification(s) in joinery and / or plumbing</li> </ul>
<b><u>Experience</u></b>	
<ul style="list-style-type: none"> <li>▪ ICT literate - Microsoft Word and Excel</li> <li>▪ Clean Driving Licence</li> <li>▪ Experience of and ability to carry out routine maintenance work and skills in joinery and basic plumbing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Multi-skilled background in a building or property maintenance company</li> </ul>
<b><u>Skills and Abilities</u></b>	
<ul style="list-style-type: none"> <li>▪ Ability to be proactive and work independently as well as being an effective team player willing to contribute to work of whole team</li> <li>▪ Experience of working to deadlines</li> <li>▪ Excellent communication skills at all levels</li> <li>▪ Self-motivated, proactive and able to think creatively</li> <li>▪ Ability to work in a team environment under pressure</li> <li>▪ Good organisational skills including recording, monitoring and checking progress where key tasks are concerned</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good practical skills</li> <li>▪ Experience of undertaking handyman's duties in an organisation</li> <li>▪ Experience in the management of site staff and specialist sub-contractors</li> </ul>
<b><u>Personal Qualities</u></b>	
<ul style="list-style-type: none"> <li>▪ Smart appearance</li> <li>▪ A calm approachable manner, able to deal with problems in a professional and friendly manner, displaying tact and diplomacy as required</li> <li>▪ A good sense of humour</li> </ul>	