



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