**PERSON SPECIFICATION – STORES OPERATIVE POST REF: 105827**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **ESSENTIAL CRITERIA**Please indicate in brackets after each criteria how this will be verified, i.e. (F), (I), (T), (R) | **DESIRABLE CRITERIA**Please indicate in brackets after each criteria how this will be verified, i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training**
* **Specific qualifications (or equivalents)**
 | Basic standard of education (F).Current Class B DVLA Driving Licence (F).  | * Emergency First Aid Qualification (F) (I).
 |
| * **Work or other relevant experience**
 | Experience of Health and Safety Legislation (F) (I).Experience of building security (F) (I).NPORS counterbalanced forklift accredited.(F)(I)Experience and commitment to delivering a customer orientated service (F) (I). | * Experience of working in a stores and small plant environment (F) (I).
 |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

**- 2 -**

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **ESSENTIAL**Please indicate in brackets after each criteria how this will be verified, i.e. (F), (I), (T), (R) | **DESIRABLE**Please indicate in brackets after each criteria how this will be verified, i.e. (F), (I), (T), (R) |
|  |  |  |
| * **Skills, abilities, knowledge and competencies**
 | * Ability to communicate well verbally with the public and staff (I).
* Ability to record actions in written form (F).
* Polite and helpful manner in all relationships (I).
 | * Awareness of building maintenance issues (F) (I).
* Ability to use MS Word, MS Excel and email (F) (I).
* Understanding of stores and stock operations. (F) (I).
* Equality awareness (F)
 |
| * **General competencies**
 | * An ability to work unsupervised using own initiative and as part of a cohesive team (F) (I).
* Physically capable of carrying out all manual handling tasks associated with the role include stock, plant and domestic/commercial furniture (F) (I).
* Demonstrate a flexible approach , working as part of a team or alone and an understanding of teamwork (F)(I)
 |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY:- F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Consultant (having made reasonable adjustments in line with the Equality Act) where necessary.