**PERSON SPECIFICATION: Carlton – Caretaker POST REFERENCE 107566**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease 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)**
 |  A qualification in maths and English language to GCSE grade C or equivalent. (F)Must hold, or be willing to successfully undertake, a First Aid Qualification (F) |  NVQ 2 or equivalent qualification desirable training in specialist area (F) MIDAS (F)Building maintenance qualifications (F)Building Trade Qualifications (F) |
| * **Work or other relevant experience**
 | Handyperson experience (F) (I)Caretaking/ site-keeping experience in a school or similar environment (F) (I)Experience of carrying out basic maintenance work, minor repairs, DIY, grounds maintenance tasks etc. (F,I) |  Office and administration skills / experience (F)Experience of working with contractors (F, I) |
| * **Skills, abilities, knowledge and competencies**
 | Willingness to develop knowledge of use of IT and other specialist equipment/ resources (F) (I)Outline knowledge of relevant policies/ codes of practice/ legislation (I)Self-motivation (F) (I)Ability to relate well to children and adults (F) (I)Knowledge of Health and Safety procedures and precautions (F)Awareness of COSHH regulations (F)Awareness of Health and Hygiene procedures (F)Knowledge of moving and handling procedures (F)Willingness to participant in development and training opportunities (F) (I)Ability to use tools in a safe manner (F) | Knowledge and ability in record keeping. (F) |
| * **General Competencies**
 | Full clean driving licence (F)A helpful, supportive and pleasant personality. Ensuring excellent customer care (I)Able to deal with work pressures in a busy Centre where many demands are made of time, skills and self. (F,I)Ability to prioritise work. (F,I)Takes a professional attitude to role (I)Organised and efficient. (F,I)Ability to work evening and weekends as appropriate (F,I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.