# **PERSON SPECIFICATION: Senior Cashier POST REFERENCE: 101148**

**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 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)** | 5 GCSE (or equiv) Maths and English, Grade C or above (F) |  |
| * **Work or other relevant experience** | Evidence of a minimum of 3 years banking/cashiering experience (F, I)  Evidence of a minimum of 1 year supervisory experience. (F, I)  Experience of working to deadlines and targets (F) (I)  Good keyboard skills and a working knowledge of Excel software package. (F)(I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Ability to work effectively under pressure whilst ensuring a high degree of accuracy and maintaining excellent standards of customer care. (I)  Ability to plan and prioritise own workload. (I)  Communication/Interpersonal skills (I)  Able to extract relevant information from individuals and written correspondence(I)  Pass on information in a clear and accurate manner (I) | tieodeo  Experience of dealing with the general public in confrontational situations.(F)(I) | |
| * + **General competencies** | Works effectively under pressure(F)  Checks accuracy and evidence of data(F)  Follows up incomplete information(F)  Ability to supervise a small team of staff. (F)(I) |  | |
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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.