

Person Specification

Bereavement Services Operative



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Able to work successfully as part of a small team.
- Ability to liaise with contractors, the bereaved, and the general public in a sympathetic and professional manner
- Good inter-personal and communication skills with a good telephone manner
- Able to work with minimum supervision
- Reliable, confident, and self motivated
- Keyboard skills, computer literate
- Numeracy and literacy skills
- Reliable, flexible, and observant approach to work
- Able to manage a varied workload
- Experience in working in an outdoor environment
- Flexible attitude towards work location – will be required to work any Cemetery within the Authority.
- Able to lift carry equipment and work in confined spaces

Desirable

- Knowledge of Health and Safety issues involved in the grounds maintenance or grave digging operations.
- NVQ level 1 in plant operation
- Experienced in the operation of general grounds maintenance plant and machinery
- Full driving licence.
- Experience in handling and banking cash in accordance with financial procedures
- Experience with accounts and invoices

Part B

The following criteria will be further explored at the interview stage:

- Ability to work weekends if required.

Additional Requirements

Occupational health clearance