

Policy Document No: Per 1.1.2

Assistant Property Caretaker Person Specification

Job Title: ASSISTANT PROPERTY CARETAKER

Job Vacancy No:

Establishment:

	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge</u>		
1 Knowledge of basic DIY tasks related to joinery, electrical fittings and plumbing	✓	
2 Knowledge of general Health and Safety requirements in the workplace	✓	
<u>Skills and Abilities</u>		
1 Ability to attend work punctually and reliably	✓	
2 Ability to follow schedules and produce good quality work	✓	
3 Ability to work effectively in situations where a number of tasks need doing in a short timescale	✓	
4 Ability to carry out basic maintenance of electrical equipment (wire plug, change fuse etc)	✓	
5 Ability to carry out joinery tasks to produce good standard of construction and repairs	✓	
6 Ability to carry out basic plumbing tasks		✓
7 Ability to use a range of maintenance equipment and materials	✓	
8 Ability to maintain positive relationships with students and staff whilst working in a busy environment		✓
9 Ability to follow laid down procedures as well as willingness to suggest changes to improve systems		✓
10 Ability to access all parts of the premises, by ladder if necessary and to lift and move objects in line with health and safety guidelines	✓	
11 Ability to communicate effectively, including ability to complete reports		✓
12 Ability to deal with external visitors in a welcoming and helpful manner		✓
13 Ability to maintain appropriate levels of confidentiality	✓	

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	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications Required</u>		
1 No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of students/residents or staff	✓	
2 Current, clean driving licence to drive minibus as required	✓	
<u>Experience</u>		
1 Experience of using equipment and materials in situations where care is needed to prevent harm to others		✓
2 Experience of working as part of a team	✓	
3 Experience of maintaining heating and hot water systems		✓