

Person Specification

Job Title: General Assistant

Attributes	Essential	Desirable
Education / Qualifications	<p>Literate and numerate</p> <p>Ability to understand instructions.</p>	<p>Relevant trade qualification (eg carpentry, electrical, plumbing)</p> <p>Any qualification relating to mowers, strimmers, pesticide application etc.</p>
Experience	<p>Previous relevant experience.</p> <p>General maintenance/ handyperson back ground.</p> <p>Experience of dealing with people in a polite and courteous manner.</p> <p>Willingness to work safely and comply with Health & Safety legislation.</p>	<p>Previous experience in a similar post.</p> <p>Experience in dealing with the general public, internal customers and diffusing difficult situations.</p>
Skills / Knowledge / Aptitude	<p>Ability to undertake a range of maintenance tasks.</p> <p>Ability to work on own initiative and make decisions.</p> <p>Ability to work as member of a team.</p> <p>Ability to develop good working relationships with staff, hirers, contractors etc.</p> <p>Ability to communicate in writing and on the telephone.</p> <p>Ability to work under pressure at times.</p> <p>Flexible approach to work.</p>	<p>Knowledge of Health & Safety Regulations.</p> <p>Knowledge of using maintenance equipment.</p>
Motivation	<p>Commitment to achieving high standards of cleanliness and hygiene.</p> <p>Willingness to work additional hours when needed, including evenings and weekends and to ensure that lettings are serviced.</p> <p>Ability to work without supervision.</p> <p>Willingness to be flexible to adapt the Council's changing needs (eg to work</p>	

	<p>flexibly to meet specific or emergency situations).</p> <p>Willingness to undertake training if required.</p> <p>Trustworthy and reliable.</p>	
Physical	<p>Ability to undertake manual work and all the physical aspects of the post.</p> <p>Ability to move and use equipment.</p>	
Other	<p>Driving licence.</p> <p>Availability for call-out duties (eg to respond to alarms)</p> <p>Willingness to wear personal protective equipment as supplied.</p>	