**Wadebridge Town Council**

**Person Specification – EVENING CARETAKER (SP 10-12)**

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential**  | **Desirable** |
| **Qualifications** |  | * Educated to GCSE level to include Maths and English.
 |
| **Experience**  | * Well organised and good time management.
* Ability to work with minimal supervision.
 | * Similar role in another organisation.

  |
| **Knowledge** | * Undergo Health & Safety training where required.
 | * Knowledge of Health & Safety requirements.
 |
| **Communication Skills** | * The ability to interact and communicate with staff, Councillors and members of the public.
* Diplomacy and tact.
 |  |
| **Personal Qualities** | * Commitment to high standards of service.
* Customer focus and awareness.
* Co-operative, friendly attitude and flexible/positive work ethic.
 |  |
| **Other** | * Full clean driving license
* A positive and supportive team member.
 | * General maintenance skills
 |