**Wadebridge Town Council**

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

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| **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 |