



The Town Hall, Quayside House, Navigation Yard,
Sleaford, Lincs, NG34 7TW

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Mr Kevin Martin
Clerk to the Council

PERSON SPECIFICATION

Post title: Caretaker (Part Time)
Post No: STC4
Division: Services Team
Grade: SCP 2 currently £9.21 per hour
(equivalent to £17,711 per annum)
Date: April 2019

E = ESSENTIAL, D = DESIRABLE (Weighting 1 to 3, 3 being highest) for applicants to meet relevant standard

SELECTION CRITERIA

CRITERIA	STANDARD	E/D	MEASURED BY OR WHERE DEMONSTRATED
A. Work experience	Evidence of successful work in a relevant post (e.g. caretaking, property maintenance)	E	Application and Interview
B. Knowledge	Knowledge of health and safety matters	E	Application and Interview
C. General skills	Good verbal communication skills	E	Interview
	Ability to organise and prioritise work schedule and take instruction	E	Interview
	Physical capability to engage in manual labour	E	Application and Interview

D. Qualifications	A good standard of general education	D3	Application
E. Team work	Proven ability to liaise with colleagues and other members of the Team	E	Interview
F. Attitude	Ability to establish effective working relationships with contractors	D3	Interview
	Ability to interact with members of the public	E	Application and interview
	Enthusiasm and sense of humour	D1	Interview
	Interest in DIY and maintenance	D2	Application and interview
	Willingness to having a flexible approach to work requirements	E	Application and interview
G. Equal Opportunities	To have a general awareness of equal opportunities issues	E	Interview
H. Other	Satisfactory Basic Disclosure and Barring Service Check	E	Application and check
	Possession of a full driving licence	E	Application
	Willingness to undertake related training where required	E	Application and Interview