



KNOWSLEY TOWN COUNCIL

PERSON SPECIFICATION – CARETAKER / HANDYPERSON

CRITERIA	ESSENTAIL REQUIREMENTS	*MOA
Skills, knowledge, experience etc		
	Ability to carry out maintenance repairs to Town Council buildings and grounds	A & I
	Working knowledge of building security and other control systems and procedures	A & I
	Skill and ability to undertake minor repairs and maintenance	A & I
	Working knowledge of the Town Council's polices and procedures relevant to the role.	A & I
	Ability to maintain high standards of cleanliness in Town Council facilities.	A & I
	Excellent communication skills both orally and written	A & I
	Experience of positive engagement with residents, community groups, Town Council stakeholders, partners and Elected Members.	A & I
	Minimum two years previous experience in a similar role.	A & I
Health & Safety		
	Ability to use equipment as instructed and trained	A & I
	Experience in the identification and assessment of risks.	A & I
	Ability to manually handle and lift safely	A & I
	Awareness of COSHH and other similar H&S regulations appropriate to the role	A & I
	Experience in the management and control, of cleaning materials and hazardous substances.	A & I
Personal attributes		
	Excellent inter-personal skills; pleasant, courteous and respectful personality	I
	Resourceful, proactive and decisive, open honest and trustworthy.	I
	Willingness to work unsocial hours	I
	Demonstrate a flexible, motivated and pro-active approach to service delivery	I
	Commitment to the highest standards of customer care, and to developing self and role.	I
	Must be prepared to wear an appropriate uniform is provided.	I

Qualifications		
	Level 1 or equivalent qualification in literacy and numeracy	C
	Appropriate H&S qualifications including Manual Handling and First Aid	C
	Appropriate customer service qualification.	C
	Full clean driving licence	C

- **MOA**

A = Application form

I = Interview

C = Certificate

Knowsley Town Council has a positive attitude to the appointment of disabled people and guarantee an interview to those who meet all the necessary criteria I the person specification.

Approved by the Town Council's HR Committee on 12th April 2023