

PERSON SPECIFICATION – Caretaker

Category	Requirement	Essential or Desirable	Method of Assessment
Qualifications	Certificate in First Aid at Work	D	AP
	Good standard of general education	E	AP
Experience	- Experience of dealing with a wide cross section of people	E	AP/R
	- Experience in estate management and or housing environment	D	AP/I/R
	- Experience in building trade	D	AP/R
Knowledge	An awareness of Health and Safety legislation, responsibilities and implications	E	AP/I/R
	- An awareness of and commitment to Equal Opportunities	E	I/AP
Skills & abilities	- Have good communication skills, both verbal and written	E	I/AP
	- High level of sensitivity, tact & discretion	E	I/AP
	- Able to deal with emergencies and stressful situations	E	I/R
	- Able to use own initiative & prioritise work	E	I/R
Personal attributes, qualities and competences	- Friendly, calm and assertive manner	E	I/R
	- Uses initiative to solve problems	E	I/AP/R
	- An enthusiastic team worker	E	R
	- Honesty, integrity and trustworthiness	E	R
	- Flexible, and able to work to deadlines	E	R
Personal circumstances	- Have a flexible attitude and able to work additional hours as required.	E	I/R
	- Willingness to undertake training, which may involve travel outwith Dundee.	E	I/R
	- Good timekeeping	E	AP/R

Key to Method of Assessment: 'AP'= Application, 'I'= Interview, 'R'= References, "PT" =Practical test