Caretaker/Premises Officer

 Person Specification

May 2023

|  |  |  |
| --- | --- | --- |
| criteria | Essential | desirable  |
| **Qualifications and training** |  | * Building / maintenance certificates eg. City & Guilds, NVQs, Cleaning Science Certificate, or proven past experience
* Ladder training
* Manual handling training
* Control of contractors
* COSSH
* (this training can be arranged for a suitable candidate)
 |
| **Experience/ Skills and knowledge** | * Knowledge and practical experience of DIY and/or building maintenance
* Cleaning knowledge/ skills
 | * Basic plumbing
* Knowledge of health and safety procedures
* Building trade experience
* Competent use of ICT
* Experience of site management and maintenance
 |
| **Personal qualities** | * Friendly, helpful and kind
* Willing to be flexible with hours and duties
* Self-motivated and hard working
* Good organisational and time management skills
* Effective communicator
 |  |