

PERSON SPECIFICATION

Post Title: Handy person
Directorate/Division: People
Scale/Grade: Scale 3

QUALIFICATIONS/TRAINING

It is **essential** that the postholder:

- Holds current, valid driving licence
- Successfully completes a medical assessment
- Has a commitment and aptitude to continued personal and professional development

It is **desirable** that the postholder has:

- An understanding of H & S regulations and procedures
- Has successfully completed a driver assessment course

EXPERIENCE/KNOWLEDGE

It is **Essential** that the postholder:

- Is able to accurately maintain information and carry out procedures relating to building and grounds general maintenance.
- Has caretaking or similar relevant work experience
- DIY skills

SKILLS AND ABILITIES

It is **essential** that the postholder

- Has an ability to work effectively with people from a wide range of levels and responsibilities
- Works effectively as a team member
- Has oral and written communication skills
- Is able to accept instruction and seek clarification where necessary
- Is able to use initiative within the boundaries of the post

- Is professional and acts with integrity at all times

It is **desirable** that the postholder:

- Basic IT skills
- Is aware of the needs and vulnerability of individuals with a Learning Disability.

ADDITIONAL FACTORS

It is **essential** that the postholder

- Is willing and able to undertake appropriate training
- Is committed to operating within a customer-focused environment
- Is prepared to travel to other County Council buildings as part of their duties if required.
- Is willing to work additional hours within the needs of the service
- Maintains confidentiality at all times
- Understands health and safety procedures regarding clothing and PPE.