

**PERSON SPECIFICATION**

**POST: Estates Operative**

**LOCATION: Operations Department**

<b>CRITERIA</b>	<b>WHERE FOUND (AF - APPLICATION FORM, I - INTERVIEW, R - REFERENCES)</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education/Training/Qualifications</b>			
Training in basic joinery work	AF/I/R		✓
<b>Work Experience</b>			
DIY experience at the level of minor repairs.	AF/I	✓	
Experience in a similar role	AF/I/R		✓
Undertaken cleaning and domestic tasks	AF/I/R	✓	
<b>Knowledge/Skills/Abilities</b>			
Knowledge of health and safety regulations in relation to the post	AF/I	✓	
Knowledge and understanding of appropriate cleaning methods and standards	AF/I		✓
Ability to communicate politely and work effectively with people at all levels	AF/I	✓	
Ability to organise, prioritise and complete tasks efficiently	AF/I	✓	
Ability for physical fitness appropriate to the tasks required.	AF/I	✓	
Ability to follow and comply with instructions on equipment and materials	AF/I	✓	
Ability to problem solve and use initiative	AF/I	✓	
Ability to maintain records (eg Fire alarm testing, time sheets) as appropriate	AF/I	✓	
<b>Personal Qualities/Special Circumstances</b>			
Punctual and reliable	AF/I/R	✓	
Willingness to undertake appropriate training	AF/I	✓	
Full driving licence to be able to use Estate van to travel between locations	AF/I	✓	
Aged 25 to be covered by van insurance	AF/I	✓	

