



3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT
Tel: 01530 459527 **Email:** clerk@whitwickparishcouncil.gov.uk
Website: www.whitwickpc.org **Parish Clerk:** Sharon Kaye

CARETAKER PERSON SPECIFICATION

Criteria	Essential	Desirable
Education and Qualifications	Good level of literacy and numeracy	Current First Aid qualification Relevant health and safety certificates, for example manual handling, working at height, COSHH
Experience	Experience of cleaning work or a willingness to learn	Experience of dealing with the public
Knowledge and Understanding	An understanding of health & safety issues Able to alert colleagues to unsafe practices	A commitment to customer care
Skills	Basic general skills DIY to maintain the building Ability to deal with emergencies and problems Good communication and interpersonal skills Able to maintain accurate records	Awareness to anticipate and reduce risk where possible
Personal Qualities	Able to work with minimum supervision Able to work within a team Self-motivated and able to work alone Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 Flexible to work some evenings and weekends Willing to undertake Disclosure and Barring Service (DBS) check	Have a mobile telephone which can be used for emergency contact