

PERSON SPECIFICATION

AREA CARETAKER - BEXLEY

This specification has been drafted to provide a clear and consistent method of selecting candidates for this post. It identifies the key skills, abilities and attributes which a successful applicant will demonstrate. Candidates applying for this post will need to demonstrate that they possess the required technical knowledge and have experience of successfully applying their skills.

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education/ Qualifications	Willingness to attend training and development courses as required.	
Job Knowledge/ Experience	Experience of providing a high level cleaning service. Knowledge and experience of undertaking basic day to day repairs and redecoration within flats and common areas.	Experience of Health & Safety matters relating to estate management. Basic knowledge of building components and construction.
Special Aptitudes	Ability to work independently and to use initiative to ensure high service delivery to tenants and leaseholders.	Experience of supervising contractors.
Personal Skills	Good oral and written communication skills. Self-motivation and flexibility. Good time management skills And ability to work as part of a team and on own initiative.	
General	Sufficiently mobile to be able to carry out site inspections, e.g. in roof spaces and ability to climb ladders. Ability to work outside normal hours if required. Clean driving licence and use of a car when necessary.	