

**Keighley Town Council
Person Specification – Caretaker**

Post Title:	Caretaker
Reporting to:	Town Clerk

	Required Competencies	Essential	Desirable	How to be assessed	
				Application	Interview
Education / Training	Good level of education to GCSE including English and Maths		X		A
	Demonstrable experience based upon current competency	X			I
	Up to date continuous professional development		X		A
Skills and Knowledge	Knowledge of Health and Safety		X		I
	Knowledge of COSHH Regulations regarding the use of cleaning chemicals		X		A
	Ability to manage multiple tasks and act upon them	X			A
	Knowledge of manual handling requirements		X		A
	To undertake physical activities such as moving tables and chairs	X			I
	Excellent organisational skills	X			I
	Ability to work without supervision and as part of a team	X			I
	Able to take instructions and act upon them	X			I

	Ability to work to timescales/deadlines	X		I
Experience	Experience of security requirements around accessibility of offices etc		X	I
	Associated responsibilities including health and safety, Fire alarm testing etc		X	I
	Experience of working in public facing roles		X	A
	Experience of accurate record keeping		X	I
	Ability to work with all sectors of the community, Town Councillors and dignitaries		X	I
Personal Qualities	Good personal and interpersonal skills	X		I
	Customer care orientated	X		A
	Flexible and versatile approach to work	X		I
	Self-motivation	X		I
	Remain calm under pressure	X		I
	Willingness to deal with a wide variety of issues	X		I
	Ability to operate with complete impartiality	X		I
	Trustworthy	X		I
Other	Able to work flexible hours including evenings and weekends	X		I
	Driving Licence		X	A