

BRACEBRIDGE HEATH PARISH COUNCIL

The Heath: Village Hall & Library, Red Hall Lane, Bracebridge Heath, LN4 2LB
07899 888530 – clerk@bracebridgeheath-pc.gov.uk

Person Specification – Caretaker and Facilities Assistant

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• Previous experience of routine building and facility maintenance.• Ability to operate power tools and hand tools safely and effectively.	<ul style="list-style-type: none">• Good standard of education for example GCSE level grades A-C or equivalent.• Awareness of risk assessments and health and safety issues with regards to plants, materials, and personnel.
Knowledge, skills and aptitude	<ul style="list-style-type: none">• Knowledge of health and safety requirements• Ability to write basic reports about safety and repairs needed for equipment.• Ability to use devices such as a computer or phone to make bookings and research repairs that are required.• Physical fitness and stamina to<ul style="list-style-type: none">- move and carry furniture and equipment- perform manual labour outdoors in various weather conditions.• Good communication and able to build and maintain good relationships with other staff, contractors and the public.	<ul style="list-style-type: none">• Knowledge of Bracebridge Heath and surrounding area.
Other	<ul style="list-style-type: none">• Able to demonstrate flexibility and work some weekends or evenings if required.• Positive attitude to personal and professional development, willing to undertake training as required.• Self-motivated and able to work on own initiative.• Must have the use of a car for work and be able to travel within and beyond Bracebridge Heath.	<ul style="list-style-type: none">• Solution orientated• Proactive and forward planning