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	• Previous experience of routine building and facility maintenance. • Ability to operate power tools and hand tools safely and effectively.	• 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	• 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 research repairs that are required.
	• Physical fitness and stamina to
	  - 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.
		• Knowledge of Bracebridge Heath and surrounding area.

Other	• 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.	• Solution orientated • Proactive and forward planning