

**LOW TOWN COMMUNITY HALL
PERSON SPECIFICATION – CARETAKER**

	Essential	Desirable
Qualifications	Able to understand and apply regulations such as health and safety Willing to undergo training as required	
Experience	Experience of use of small industrial, electrical and mechanical equipment	Experience at basic building maintenance and repairs
Knowledge	A clear understanding and knowledge of caretaker responsibilities	Knowledge of health and safety
Skills	Effective communicator with all sectors of the community and staff Able to represent the Council when required Able to work effectively with little supervision	Experience in working with the public and service providers
Personal Qualities	Highly motivated Good communicator Good interpersonal skills Approachable and visible team player Calm and patient under pressure	
Personal Attributes	Flexible in approach to work Holds a full driving licence	
Other	Able to work evenings and weekends Willing and able to start work early and finish late when required Be on call for emergencies Must be flexible with regard to working hours depending on the needs of the Town Council Able to work alone	