# **PERSON SPECIFICATION: CENTRE ASSISTANT POST REFERENCE: SR-107068/107069**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training**
* **Specific qualifications (or equivalents)**
 |  | * Full Driving Licence (F).
* Training in Health and safety and Hazard Risk Assessment (F)
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| * **Work or other relevant experience**
 | * Experience of working as a Caretaker or with the general public (F) (I).
* Experience of Health and Safety Legislation (F) (I).
* Experience of building security (F) (I).
* Willingness to work unsociable hours (F) (I).
 | * Experience of working with young people (F).
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| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| * **Skills, abilities, knowledge and competencies**
 | * Ability to carry out basic maintenance tasks (F) (I).
* Ability to communicate well verbally with the public and staff (I).
* Ability to record actions in written form (F).
* Polite and helpful manner (I).
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| * + **General competencies**
 | * An ability to work unsupervised using own initiative (F) (I).
* Must be able to respond to call-outs (out of hours) (F) (I).
* Physically capable of setting up and dismantling furniture as per user group requirements (F) (I).
 | * Ability to judge disruptive situations and take appropriate action (I).
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.