# **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 CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please 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) |
| * **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). |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **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). | tieodeo | |
| * + **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.