# **PERSON SPECIFICATION: COMMUNITY BUILDINGS ASSISTANT**

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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)** | General Standard of education, to include English and Maths (F)  Full and clean driving license (F) (I) | Health & Safety at Work qualification (F)  First Aid Certificate (F)  PAT testing certificate (F) |
| * **Work or other relevant experience** | Competency in using MS Word, the Internet and email (F) (I)  Supervision of others, including preparing and implementing staff rotas F) (I)  Experience of working in a large public building in a cleaning or caretaking role (F) (I)  Experience of carrying out basic maintenance work, minor repairs, grounds maintenance tasks etc (F) (I)  Experience in monitoring and assessing Health and Safety requirements in a workplace (F) (I) | Experience of security in a large public building (F) (I)  Experience of Handling Violence & Aggression in a public service (F) (I)  Experience of using and monitoring online booking systems. (F) (I) |
| **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 communicate well verbally with the public, staff and contractors. (I)  Ability to work without supervision acting on own initiative.(F) (I)  Ability to keep and maintain accurate records both digitally and on paper (F) (I)  Knowledge of Safety related matters e.g. Hazard Analysis, Risk assessments, COSHH Requirements. (F) (I) | Experience of working with CCTV systems. (F) | |
| * + **General competencies** | Ability to judge potentially dangerous or disruptive situations and take appropriate actions. (I)  To be adaptable and as part of a staff team respond positively to the needs of the facility. (I)  Physically capable of moving furniture and handling materials and deliveries. (I)  Able to work across a number of facilities and work patterns. (F) (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.