**PERSON SPECIFICATION – STORES OPERATIVE POST REF: 105827**

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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)** | Basic standard of education (F).  Current Class B DVLA Driving Licence (F). | * Emergency First Aid Qualification (F) (I). |
| * **Work or other relevant experience** | Experience of Health and Safety Legislation (F) (I).  Experience of building security (F) (I).  NPORS counterbalanced forklift accredited.(F)(I)  Experience and commitment to delivering a customer orientated service (F) (I). | * Experience of working in a stores and small plant environment (F) (I). |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| **REQUIREMENTS** | **ESSENTIAL**  Please indicate in brackets after each criteria how this will be verified,  i.e. (F), (I), (T), (R) | **DESIRABLE**  Please indicate in brackets after each criteria how this will be verified,  i.e. (F), (I), (T), (R) |
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| * **Skills, abilities, knowledge and competencies** | * Ability to communicate well verbally with the public and staff (I). * Ability to record actions in written form (F). * Polite and helpful manner in all relationships (I). | * Awareness of building maintenance issues (F) (I). * Ability to use MS Word, MS Excel and email (F) (I). * Understanding of stores and stock operations. (F) (I). * Equality awareness (F) |
| * **General competencies** | * An ability to work unsupervised using own initiative and as part of a cohesive team (F) (I). * Physically capable of carrying out all manual handling tasks associated with the role include stock, plant and domestic/commercial furniture (F) (I). * Demonstrate a flexible approach , working as part of a team or alone and an understanding of teamwork (F)(I) |  |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY:- F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Consultant (having made reasonable adjustments in line with the Equality Act) where necessary.