Hartlepool
Borough Council

PERSON SPECIFICATION: Joiner

POST REFERENCE: 105257

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.

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)**	• Good general standard of education (F) • City and Guilds Carpentry and Joinery (6706) NVQ Level 2 • (F) • Willingness to train further (I) • Formal Qualifications gained through an industry recognised route in relation to joinery (F) • Current Class B DVLA Driving Licence (F)	• 4 GCSE qualifications at grade C or above including Maths, English and Science (F) • City and Guilds Carpentry and Joinery (6706) Level 3 (F) • Current Class C / C1 DVLA Driving Licence (F) • Construction Skills Certification Scheme Card (F)
- **Work or other relevant experience**	• Be able to demonstrate experience of working in the industry (F)	

- **Skills, abilities, knowledge and competencies**	• Demonstrate awareness of Health & Safety issues. (I) • Demonstrate basic numeracy and written skills. (F) • Ability to communicate clearly, verbally and in written form. (F,I) • The ability to use IT equipment (Android Tablets, IPads and Phones etc.) To receive work related jobs and upload job pictures/notes to the job file. (I)	• Demonstrate planning and organisational skills (I)
- **General competencies**	• Demonstrate good timekeeping and punctuality. (I) • Ability to work with others. (I) • Be able to work at height using the appropriate access equipment. (I)	• Clean and tidy appearance. (I) • Demonstrate enthusiasm for development of self, post and organisation. (I)
ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)		

On-going Training Requirements

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

Mandatory/Essential Training	Frequency
Asbestos Awareness Working at Heights Manual Handling	Yearly, unless it's deemed necessary to have further training due to an incident that has taken place. The frequency of the training is correct at the time of the job advert but may change in the future if Council

Abrasive Wheels	Policies/Procedures are amended.
Other training courses may be required as and when depending on the tasks been carried out within the job role description i.e. PASMA (Prefabricated Access Suppliers' and Manufacturers' Association.) IPAF (International Powered Access Federation) Joiners Shop Cutting Machines	The frequency of these will be determined by the training provider as and when required.

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.

Date: August 2026