**Person Specification**

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| **Post:** | **Estates Assistant** |
| **Responsible to:** | **Estates Manager** |

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| **E: Essential** | **D: Desirable** |

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| **Criteria** | **E** | **D** | **Method of Assessment** |
| **Formal Qualifications** | | | |
| 1. Hold a current and valid driving licence |  |  | Application |
| **Knowledge & Experience** | | | |
| 1. An excellent record of attendance and punctuality |  |  | Application/Interview |
| 1. Undertake the duties of a first aider (training will be provided if required.) |  |  | Application/Interview |
| 1. Experience in the use of I.T. |  |  | Application/Interview |
| **Skills & Abilities** | | | |
| 1. Confidence in dealing with a wide variety of individuals, in particular 16 to 19 age group. |  |  | Application/Interview |
| 1. Able to communicate with others. |  |  | Application/Interview |
| 1. Able to work without supervision or instruction and to work as a member of a team. |  |  | Application/Interview |
| 1. Flexible in approach to work |  |  | Application/Interview |
| 1. Able to cope with light-handling duties – manual handling training will be provided if required. |  |  | Application/Interview |
| 1. Willing to undertake training commensurate with the post, e.g. First-Aid training |  |  | Application/Interview |
| 1. An understanding of Equal Opportunities. |  |  | Application/Interview |
| 1. Willingness to support off site activities |  |  | Interview |
| 1. Willingness to work unsocial hours, as required |  |  | Interview |