

CARETAKER PERSON SPECIFICATION

Essential Experience

- E1 At least 3 years driving experience.
- E2 Experience in a customer facing role
- E3 Basic DIY knowledge

Essential Skills and Abilities

- E6 Full, clean driving licence
- E7 Articulate with good communication and interpersonal skills and a positive, friendly, professional and helpful disposition.
- E8 Able to work as part of a team as the post holder will be part of a busy team who are required to be flexible in order to meet the needs of the Hospice and reflect its purpose and culture in their day-to-day conduct.
- E9 Able to work on own initiative when required.
- E10 Good administrative, literacy and numeracy skills with a working knowledge of Microsoft Office suite
- E11 A flexible approach to work with a willingness to work outside normal working hours when required.
- E12 Ability to undertake caretaking/estate maintenance tasks as explained in the job description.
- E13 Must be able to undertake the physical demands of the role.
- E14 Ability to offer out-of-hours emergency on call.
- E15 Awareness of Health and Safety procedures and regulations

Desirable skills and experience

- D1 Experience of working with vulnerable adults
- D2 Experience of carrying out daily and weekly vehicle checks
- D3 Basic vehicle maintenance
- D4 Experience of ordering consumables and non-consumables, by telephone or on-line
- D5 Experience of working with a variety of estate maintenance equipment
- D6 PAT testing certificate
- D7 Experience of using an electronic Health and Safety management system

This post is subject to an enhanced DBS check for working with both children and vulnerable adults.