



PERSON SPECIFICATION: PARISH CARETAKER

RESPONSIBLE TO: Assistant Clerk to the Council

EXPERIENCE:

Using heavy duty floor cleaning equipment (training will be given).

Undertaking repairs and other duties including maintenance /painting and decorating/gardening.

Health & Safety awareness advantageous.

Local Knowledge – Boxley Parish is a large area extending from parts of Walderslade and Lordswood in the north to Sandling and Grove Green in the west and south.

SKILLS and ABILITIES:

Able to work in an organised way and to deadlines.

Physically able.

Able to communicate effectively.

A willingness to do training.

Hold a full driving license with business class insurance.

Ideally have some IT knowledge particularly emails.

BEHAVIOURS and VALUES:

The post holder must be conscientious when carrying out their duties.

Able to work effectively in a small team and deal positively with members of the public.

This Person Specification provides the main attributes of the post holder and may be amended as the Council deem necessary.