

PERSON SPECIFICATION

JOB TITLE: General Maintenance/Driver

DEPARTMENT: The Adelaide

GRADE: Scale 4

POST NO:

PREPARED BY: Kelly Ross

DATE: 21/5/2021

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W = 4	
E	• Basic experience of garden maintenance and associated equipment.		
E	• Basic experience home maintenance.		A/I
D	• Minimum 12 months experience working with people who are elderly.		
	2. KNOWLEDGE, without which the job cannot be done effectively.	W = 4	
D	• Basic knowledge of vehicle maintenance and daily checks		A/I
E	• Knowledge and understanding of grounds maintenance.		A/I
D	• Ability to drive Minibus		
D	• Basic knowledge of the health and safety at work act 1974		
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W = 5	
E	• Ability to work well in a team		A/I
E	• Ability to deal sensitively with clients in a variety of situations		
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W = 3	
E	Current driving licence and required to pass IWC driving test		
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W = 5	
E	• Positive in approach – self motivated.		A/I
E	• Responsive to guidance.		A/I
E	• Kind and considerate in manner.		A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W = 4	
E	• Physically fit		
D	• Available to work additional hours at short notice		
	CONTRA INDICATIONS, if any	W =	A/I