

Maintenance/Groundsperson (New Service)  
Person Specification

**Job Title:** MAINTENANCE/GROUNDSPERSON (NEW SERVICE)

**Job Vacancy No:**

**Service:**

	<u>Essential</u>	<u>Desirable</u>
<b><u>Knowledge</u></b>		
<b>1 Knowledge of how to perform general property and grounds maintenance tasks safely and effectively.</b>	✓	
<b>2 Knowledge of general Health and Safety requirements in the workplace.</b>	✓	
<b><u>Skills and Abilities</u></b>		
<b>1 Ability to attend work punctually and reliably.</b>	✓	
<b>2 Ability to work effectively in situations where a number of tasks need doing in a short timescale.</b>	✓	
<b>3 Ability to carry out general maintenance tasks effectively and follow schedules.</b>	✓	
<b>4 Ability to use a range of general maintenance and garden equipment, machinery, tools and materials in a safe manner.</b>	✓	
<b>5 Ability to maintain positive relationships with all internal and external to Hesley Group.</b>		✓
<b>6 Ability to follow laid down schedules and procedures as well as willingness to suggest changes to improve systems.</b>	✓	
<b>7 Ability to access all parts of the premises and to lift and move objects in line with health and safety guidelines.</b>	✓	
<b>8 Ability to communicate effectively, including ability to complete reports.</b>	✓	
<b>9 Ability to maintain appropriate levels of confidentiality.</b>	✓	

**Skills and Abilities continued**

- 10 Ability to work flexibly to provide a seven days a week service on a rota basis to meet the needs of the service.**

✓

**Qualifications**

- 1 Current, clean driving licence to drive minibus as required.**
- 2 Current First Aid at Work certificate – 4 day (may be achieved in post).
- 3 A recognised Portable Appliance Testing course.

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**Experience**

- 1 Experience of using equipment and materials in situations where care is needed to prevent harm to others and risks are well managed.**
- 2 Experience of carrying out general property and grounds maintenance tasks to a good standard.**
- 3 Experience of working effectively as part of a team.
- 4 Experience of maintaining heating and hot water systems.**

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