

## PERSON SPECIFICATION

**JOB TITLE:** General Maintenance/Driver

**DEPARTMENT:** The Adelaide

**GRADE:** Scale 4

**PREPARED BY:** Kelly Ross

**POST NO:**

**DATE:** 21/5/2021

<b>E = ESSENTIAL</b> <b>D = DESIRABLE</b>		<b>SOURCE OF EVIDENCE - APPLICATION = A</b> <b>TEST = T</b> <b>INTERVIEW = I</b>	
	<b>1. EXPERIENCE, direct work experience, other relevant experience.</b>	<b>W = 4</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>Basic experience of garden maintenance and associated equipment.</li> </ul>		
<b>E</b>	<ul style="list-style-type: none"> <li>Basic experience home maintenance.</li> </ul>		<b>A/I</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Minimum 12 months experience working with people who are elderly.</li> </ul>		
	<b>2. KNOWLEDGE, without which the job cannot be done effectively.</b>	<b>W = 4</b>	
<b>D</b>	<ul style="list-style-type: none"> <li>Basic knowledge of vehicle maintenance and daily checks</li> </ul>		<b>A/I</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of grounds maintenance.</li> </ul>		<b>A/I</b>
<b>D</b>	<ul style="list-style-type: none"> <li>Ability to drive Minibus</li> </ul>		
<b>D</b>	<ul style="list-style-type: none"> <li>Basic knowledge of the health and safety at work act 1974</li> </ul>		
	<b>3. SKILLS &amp; ABILITIES, Essential/Capable of doing, Desirable/Able to train.</b>	<b>W = 5</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to work well in a team</li> </ul>		<b>A/I</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Ability to deal sensitively with clients in a variety of situations</li> </ul>		
	<b>4. QUALIFICATIONS, TRAINING &amp; EDUCATION, also identify training to be given.</b>	<b>W = 3</b>	
<b>E</b>	Current driving licence and required to pass IWC driving test		
	<b>5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.</b>	<b>W = 5</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>Positive in approach – self motivated.</li> </ul>		<b>A/I</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Responsive to guidance.</li> </ul>		<b>A/I</b>
<b>E</b>	<ul style="list-style-type: none"> <li>Kind and considerate in manner.</li> </ul>		<b>A/I</b>
	<b>6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.</b>	<b>W = 4</b>	
<b>E</b>	<ul style="list-style-type: none"> <li>Physically fit</li> </ul>		
<b>D</b>	<ul style="list-style-type: none"> <li>Available to work additional hours at short notice</li> </ul>		
	<b>CONTRA INDICATIONS, if any</b>	<b>W =</b>	<b>A/I</b>