**Arnos Vale Cemetery Trust**

**Caretaker - Person Specification**

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|  | Essential Criteria | Desirable Criteria |
| Skills and Experience | **Duties and Responsibilities**:Able to carry out basic DIY and building maintenance tasksGood time management and organisational skills with the ability to manage a busy and varied workload whilst responding flexibly to immediate prioritiesExperience and skills in general building maintenance, painting, decorating, minor repairs.Experience of cleaning buildings to a high standard. Able to communicate well with a wide range of people, who will be at the cemetery for many different reasons and with different needs e.g school visits, people under emotional stress, dog walkers, contractors, tourists. Self-motivated and able to work unsupervised as well as part of a team. | Experience in the testing and monitoring of systems such as security, fire alarms, water temperature etc Skilled in maintaining tools and equipmentExperience of preparing rooms for events and setting up equipment.Experience of working within the limitations of a listed building  |
| Personal Qualities | Able to manage a physically demanding role.Able to accurately follow and implement instructionsSensitive to varying needs of the different visitors to the cemetery Able to work as part of a team and respond positively and flexibly to the needs of other team membersWillingness to adopt and promote the values, objectives and policies of Arnos Vale Cemetery Trust Willingness to undertake training. |  |
| Knowledge and Qualifications |  | Current First Aid qualificationKnowledge of COSHH regulations Full driving licenceknowledge of health and safety best practice.  |