**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 tasks  Good time management and organisational skills with the ability to manage a busy and varied workload whilst responding flexibly to immediate priorities  Experience 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 equipment  Experience 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 instructions  Sensitive 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 members  Willingness to adopt and promote the values, objectives and policies of Arnos Vale Cemetery Trust  Willingness to undertake training. |  |
| Knowledge and Qualifications |  | Current First Aid qualification  Knowledge of COSHH regulations  Full driving licence  knowledge of health and safety best practice. |