

Person Specification – Estate Caretaker

Essential	Desirable
Skills and Abilities	
<ul style="list-style-type: none"> • Excellent communication and interpersonal skills and the ability to interact well with colleagues, residents and contractors. • Commitment to deliver high quality customer services and continuous service provision improvement. • Good organisational skills and the ability to prioritise / deal with competing priorities. • Flexible, adaptable and able to work effectively in pressured situations. • Ability to think logically and solve problems. • Ability to organise own workload and priorities. • Good record keeping; form completion associated with work duties. 	
Experience and Knowledge	
<ul style="list-style-type: none"> • Proven track record of complying with safe systems of work in areas accessible to the general public and the use of personal protective equipment. • Successful record in the delivery of a high quality estate management, cleaning, ground maintenance or handyman repairs services. 	<ul style="list-style-type: none"> • Experience in driving commercial vehicles. • Experience in the safe operation of machinery associated with cleaning, grounds maintenance and / or caretaking services e.g. mowers, strimmers etc.
Other Requirements	
<ul style="list-style-type: none"> • Maintain confidentiality of personal and other information regarding customers, colleagues and contractors / external agencies. • Commitment to personal development and learning • Full, valid, current driving licence. 	