

Person Specification

St Cuthbert's Hospice



Making every day count since 1988

Post Title: Grounds and Maintenance Co-ordinator		Grade 3	Department Central Support	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	Literacy and numeracy		PAT qualification Horticulture level 3	
Experience	Experience of gardens, grounds and building maintenance to the equivalent of A level qualification			

<p>Skills & Knowledge</p>	<p>General knowledge of maintenance and repairs</p> <p>Knowledge of COSHH</p> <p>Good knowledge of Health and Safety</p> <p>Good knowledge of good practice in manual handling</p> <p>Familiar with the operation and maintenance of basic garden equipment.</p> <p>Supervisory skills</p> <p>Good time management and organisational skills with the ability to prioritise effectively</p> <p>Good communication skills</p> <p>Good Customer Service skills</p> <p>Ability to work in a planned and methodical manner</p>			

<p>Personal Attributes</p>	<p>Able to work independently as well as in a team environment</p> <p>Able to evidence behaviour consistent with the Hospice values of professionalism, choice, integrity and reputation</p> <p>Hands-on attitude</p> <p>Attention to detail</p> <p>Ability to carry out instructions</p> <p>Willing to take personal responsibility for standard of work</p>			
<p>Special Requirements</p>	<p>Able to work flexible hours occasionally to meet the varying needs of the job</p>			

Signed **Date**