

PERSON SPECIFICATION

Job Title	Apprentice – Grounds Maintenance	Job Number	
Directorate	Parks and Streetscene	Location	Wade Road / Eatrop Park
Completed By	Human Resources	Date	July 2021

Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
<ul style="list-style-type: none"> 5 GCSEs grades A-C or equivalent including Mathematics and English 		✓	Application/Certificate
Work Experience & Attainments Previous work experience relevant to the job			
<ul style="list-style-type: none"> Previous experience relevant to the role e.g. working with people, volunteering, team working, working to deadlines 		✓	Application/Interview
Skills and Competencies			
<ul style="list-style-type: none"> Polite and courteous manner with customers and colleagues 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to listen, follow job instructions accurately and interpret queries 	✓		Application/Interview
<ul style="list-style-type: none"> Able to participate and cooperate within a team 	✓		Application/Interview
<ul style="list-style-type: none"> Good organisational ability 	✓		Application/Interview
<ul style="list-style-type: none"> Flexible and proactive approach to learning new tasks 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to communicate information and ideas clearly, effectively and accurately, both verbally and in writing 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to respond to customers and colleagues in a busy environment as a first point of contact by telephone, face to face and email 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to prioritise work tasks and work to deadlines and timetables 	✓		Application/Interview

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Criteria <i>(insert/delete rows as required)</i>	Indicate by ✓		Measured By
	Essential	Desirable	
<ul style="list-style-type: none"> Ability to work unsupervised, on own initiative and solve straightforward problems 	✓		Application/Interview
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> Computer literate including experience of using Microsoft Office software especially excel spreadsheets 	✓		Application/Interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> Able to attend the office at times which best suit the needs of the service 	✓		Application/Interview
<ul style="list-style-type: none"> Willing to be flexible and work additional hours at peak times 	✓		Application/Interview
<ul style="list-style-type: none"> Ability to work off-site on occasion and to travel to neighbouring councils (for which train/bus travel or mileage will be paid) 	✓		Application/Interview
<ul style="list-style-type: none"> To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults)'. 	✓		Application/Interview