

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Porter / Caretaker

Grade: 3

Post Ref: TBC

Date: April 2023

| FACTOR | ESSENTIAL | HOW ASSESSED | DESIRABLE |
|---|--|-----------------------------------|--|
| (1) Relevant Experience | Previous experience of working as a caretaker, Porter/Cleaner or similar role. | Application form and interview | |
| (2) Formal Academic Qualifications | Basic numeracy and literacy skills are necessary | Application form and certificates | |
| (3) Vocational Qualifications and Training | | Application form and certificate. | Current valid First Aid Certificate. |
| (4) Specialist Knowledge | | Interview | Some Knowledge of building regulations and health and safety in the workplace. |

| | | | |
|---------------------------------------|--|---------------------|---|
| (5) Special Working Conditions | All employees are required to comply with the Authority's No Smoking Policy. The nature of the role will require the post holder to work variable hours to suit the needs of the service. | Interview | Flexibility and able to work additional hours/weekends if required. |
| FACTOR | ESSENTIAL | HOW ASSESSED | DESIRABLE |
| | A Current valid driving licence and access to a vehicle for work purposes, and vehicle insurance with business cover. | | |

| Competency | Behaviours | | How Assessed |
|-----------------------------------|-------------------|---|---------------------|
| Planning and Organising | 1. | Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure. | Interview |
| | 2. | Accepts constructive feedback and makes adjustments accordingly. | |
| Organisational Development | 4. | Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning. | Interview |

| | | | |
|--------------------------------------|--------------------------------|---|-----------------------------------|
| <p>Communication</p> | <p>5. 6. 9 10.</p> | <p>Communicates information clearly, accurately, positively and in a timely manner.</p> <p>Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.</p> <p>Explains reasons for the actions and seeks others opinions.</p> <p>Shows an awareness of how their actions affect others.</p> | <p>Interview</p> |
| <p>Managing Change</p> | <p>35. 37.</p> | <p>Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.</p> <p>Aspire to be better and exceed expectations and promote a positive 'can do' attitude.</p> | <p>Interview/Application form</p> |
| <p>Performance Management</p> | <p>39. 40.</p> | <p>Evaluate mistakes and learn from them.</p> <p>Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.</p> | <p>Interview/Application form</p> |

| | | | |
|--------------------------|---------------------------------|--|----------------------------|
| Living the values | 45. 46. 47. 48. 49. | Stand by Council decisions and act in the Councils best interests, putting them above those of the directorate or immediate team/individuals. Express pride in what the Council does and uphold the reputation of the Council. Demonstrate high standards of personal and professional conduct and be a role model to others. Ensure actions are in line with what citizens should expect from Council employees. Is prepared to admit to having made a mistake. | Interview/Application form |
| Health and Safety | 51. | Demonstrates basic understanding of Health and Safety responsibilities within the workplace. | Interview/Application form |