



**WAREHAM**  
Town Council

## PERSON SPECIFICATION

**Job Title: Town Hall Keeper**

<b>QUALITY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>1. Qualifications</b>	Educated to GCSE Level or equivalent.	English and Maths G.C.S.E. or equivalent (Grade C). NVQ's in relevant subjects. Experience of Health and Safety requirements.
<b>2. Related experience including voluntary work</b>	Experience of dealing with the public by telephone and in person. Experience of working on own initiative and as part of a team.	Experience of setting out facilities for various types of event. .
<b>3. Skills and Abilities</b>	The ability to communicate effectively with others. Good organisational skills. The ability to identify health and safety hazards.	
<b>4. Knowledge</b>	General knowledge of cleaning, minor repairs and maintenance.	Knowledge of Wareham.

<p><b>5. Personal Qualities</b></p>	<p>Able to resolve disputes  Able to work alone or as a part of the team  Able to foster good relations with the general public, colleagues and elected members  Able to make decisions when required  Able to follow instructions  Able to think on your feet  Good telephone manner  Trustworthy and honest  Capable of anticipating problems  Receptive to change and new ideas  Presentable appearance</p>	
<p><b>6. Other requirements</b></p>	<p>Live within 0 – 5 miles of the Town Hall, Wareham  Be prepared to undergo a Standard Disclosure and Barring Services check (DBS)  Some movement of furniture may be required</p>	<p>Own Transport.</p>