

**PERSON SPECIFICATION**

<b>JOB TITLE:</b>	<b>General Assistant</b>
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<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>ADVANTAGEOUS</b>
<b>Education / Qualification</b>	<p>Good written and verbal skills.</p> <p>Good standard of education.</p>	
<b>Experience (Including Voluntary)</b>	<p>Experience of working in, and delivering Environmental / Cleaning and Minor repair services.</p> <p>Experience of using a range of IT packages, such as word, excel.</p>	<p>Experience of working in a small / medium size business.</p> <p>Experience in working in the social housing sector</p>
<b>Job-related skills and Knowledge</b>	<p>Knowledge and understanding of all aspects of cleaning and minor repair services</p> <p>Ability to use computer to produce clear, concise assessments and simple reports.</p> <p>Understanding of work related Health and safety compliance.</p> <p>Experience of call handling and information gathering.</p>	
<b>Interpersonal Skills</b>	Demonstrate a commitment to Equality & Diversity.	

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	<p>Excellent team player.</p> <p>Have a flexible approach-prepared to work outside of standard hours on occasions.</p>	
<b>Other requirements or circumstances</b>	<p>Able to work to a high level of dependability.</p> <p>Ability to work effectively within a team and also on your own</p> <p>Will be customer focused</p> <p>Must be able to work with minimum supervision</p> <p>Take pride in a job well done, committed to achieving high standards of cleanliness and hygiene</p> <p>Is punctual, reliable and trustworthy</p> <p>Willing to undertake any training relevant to the role</p> <p>Trustworthy, maintaining confidentiality at all times</p>	

END