

*for information only – DO NOT COMPLETE*



## **PERSON SPECIFICATION HANDYPERSON**

*Essential / Desirable*

### **1. Attitude and Personality**

Friendly and approachable	E
Self-motivated	E
Sensitive to the needs of service users	E
Flexible approach	E
Awareness of health and safety issues	E

*for information only – DO NOT COMPLETE*

***Essential / Desirable***

**2. Skills**

Ability to carry out a range of maintenance tasks	E
Effective language and communication skills - verbal	E
Basic language skills – written (sufficient for writing quotes, invoices etc.)	E
Basic numeracy skills (sufficient for calculating Invoices, administering float)	E
Organisational ability	E
Recognises the importance of confidentiality	E
Ability to carry out skilled tasks – electrical, plumbing Carpentry	D

### **3. Experience and Qualifications**

Experience of carrying out tasks described in Job Description	E
Experience of being self employed	D
Basically literate and numerate	E
Qualification in relevant skill (such as electrician, plumbing)	D

### **4. Other**

Insurance cover including public liability or willingness to take this out	E
Owns or willing to provide suitable Basic tools	E
Driver (with own transport) and business use insurance (or willing to obtain)	E