PERSON SPECIFICATION Maintenance Joiner

Vacancy Ref: 0576-24

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| **Skills, knowledge, and competencies** | **Essential or Desirable #** | **This is where we will look for your examples that help understand if you are right for this role.** |
| City & Guilds Advanced Craft in Carpentry & Joinery or equivalent. | Essential | Application Form, CV and covering letter. |
| Time Served Apprenticeship  Use the supporting statement text box to tell us about your working history as a an ‘time-served’ Carpenter or Joiner and your experience. Where did you work, (e.g. hospital, prison, self employed) what were your main jobs and key responsibilities or contracts | Essential | Application Form, CV and covering letter/Supporting Statements/ Interview/Test |
| A solid working knowledge of workplace Health & Safety requirements. | Essential | Application Form, CV and covering letter/Interview |
| Experience in working in a customer facing environment, with excellent customer service skills.  Use the supporting statement text box to provide an example of when you have worked in a customer facing job, using customer service skills. Explain the situation, task, actions and the results. | Essential | Application Form, CV and covering letter/Supporting Statements/  Interview |
| Ability and willingness to respond quickly to requests for work in an emergency.  Use the supporting statement text box to tell us about your role in a time when you had to respond quickly to requests for work in an emergency. | Essential | Application Form, CV and covering letter/Supporting statements/  Interview |
| Ability to work as part of a team or alone.  Use the supporting statement text box to provide a detailed example of when you have worked in a team or alone to “get the job done”. Explain the situation, task, actions and the results. | Essential | Application Form, CV and covering letter/Interview |
| Able to work as part as a shift rota pattern covering 24 hours | Essential | Interview |
| A willingness to participate in and use, the introduction of new technology | Essential | Application Form, CV and covering letter/Interview |
| High level of accuracy and attention to detail | Essential | Application Form, CV and covering letter/Interview |
| Ability to manage & prioritise workload to meet deadlines | Essential | Application Form, CV and covering letter/Supporting statements/Interview |
| Current manual handling and first aid certificates.  Please provide course details and dates in the Qualification section of the Application Form, CV and covering letter, if possible. | Desirable | Application Form, CV and covering letter. |
| Commitment to undergo further training through operational requirements and personal staff development | Essential | Interview |

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* **Application Form, CV and covering letter** – assessed against the first page of the on line Application Form and your uploaded CV and covering letter/letter of support. Normally this section is used to evaluate factual elements such as an award of a qualification. This element will be “scored” as part of the shortlisting process.
* **Supporting Statements** – you will be asked to provide a statement in the online Application Form to demonstrate how you meet the criteria. Please give detailed answers to show you have the skills, knowledge or competency. The response will be scored as part of the shortlisting process to help us determine which candidates to interview.
* **Interview** – you will be asked about this topic if you are invited to interview. We may ask questions using examples from your current work history or ask you to think about how you’d react to an example work-related situation. We might ask you to undertake a skills test but you will be given some notice if this is the case.