**SEFTON COUNCIL**

**PERSON SPECIFICATION**

**POST : ATTENDANT**

**DEPARTMENT : PROPERTY & FACILITIES MANAGEMENT**

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| **PERSONAL ATTRIBUTES REQUIRED** | **ESSENTIAL (E)**  **OR**  **DESIRABLE (D)** | **HOW**  **ASSESSED** |
| **Qualification**   1. First Aid Certificate. | D | AF/I |
| **Experience**   1. Previous Experience of Attendants duties. 2. Experience of dealing with public face to face. 3. Experience of CCTV systems. | D  D  D | AF/I  AF/I  AF/I |
| **Knowledge Skills & Attributes**   1. Excellent interpersonal skills. 2. Able to communicate with people at all levels. | E  E | AF/I  AF/I |
| **Other**  Flexibility in relation to working hours is required. | D | AF/I |
| **Special Requirements**  The postholder will be required to wear an Attendants uniform.  The postholder will be required to work as a relief attendant at any site throughout the borough as required and with ability to travel. | E  D | AF/I  AF//I |

**KEY:** **AF** Application Form

**I** Interview

**C** Certificate

**T** Test