**SEFTON COUNCIL**

**PERSON SPECIFICATION**

**POST : ATTENDANT**

**DEPARTMENT : PROPERTY & FACILITIES MANAGEMENT**

|  |  |  |
| --- | --- | --- |
| **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.
 | DDD | AF/IAF/IAF/I |
| **Knowledge Skills & Attributes**1. Excellent interpersonal skills.
2. Able to communicate with people at all levels.
 | EE | AF/IAF/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. | ED | AF/IAF//I |

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

 **I** Interview

 **C** Certificate

 **T** Test