

**SERVICE DELIVERY GENERAL ASSISTANT – GROUNDS  
MAINTENANCE**

**Person Specification**

	Essential:	Desirable:
Qualifications:	Full Clean Driving License.	<p>Driving Licence Category BE</p> <p>Maths and English GCSE or equivalent.</p> <p>Lantra / NPTC certificates on Grounds Maintenance Equipment e.g.; brush cutter, pedestrian mower, chainsaw etc.</p> <p>Qualifications in safe use of General Maintenance tools and equipment e.g. abrasive wheels, circular saws, drills etc.</p> <p>Institute of Cemetery and Crematorium Management (ICCM) certificate.</p> <p>Royal Society for the Prevention of Accidents (RoSPA) - Play Safety Certificate</p> <p>Emergency 1<sup>ST</sup> Aid certificate.</p> <p>Health and Safety certificate. (IoSH).</p> <p>Fire Safety certificate.</p>
Occupational experience:	<p>General grounds inspection and maintenance.</p> <p>Cleaning knowledge and experience.</p>	<p>Horticulture knowledge and experience.</p> <p>Buildings Maintenance.</p> <p>Use and knowledge of grounds maintenance equipment.</p> <p>Evidence of being tidy and systematic.</p>

		<p>Fire Safety Trained.</p> <p>Risk assessments, COSHH, Inspections and record keeping.</p>
<p>Personal qualities:</p>	<p>Ability to communicate effectively at all levels.</p> <p>Able to work flexible hours and weekends as required when scheduled on the rota.</p> <p>A willingness to learn new tasks.</p> <p>Ability to work unsupervised.</p> <p>Self-motivated as a lone worker.</p>	<p>Ability to think laterally.</p> <p>Proactive.</p> <p>Ability to anticipate client needs and grounds requirements and take action in advance.</p>
<p>Physical requirements:</p>	<p>General wellbeing and physically able bodied.</p>	