

PERSON SPECIFICATION
PREMISES OFFICER
BROUGHTON ASTLEY PARISH COUNCIL

Criteria	Essential	Desirable	Assessment method
Education & Qualifications	Good of general level education including numerical and written skills	Relevant trade qualification Current Health and Safety qualification Current First Aid qualification Manual handling certificate	Application form and interview
Experience	Experience with dealing with the public	Previous caretaking experience working within a community-based environment. Experience of non-domestic cleaning work.	Interview and References
Knowledge and understanding	Working with procedures and routines	Health & Safety systems	Interview
Skills	Ability to communicate effectively on different levels Ability to deal with emergencies and problems in a positive and systematic manner. Ability to work alone when required, showing good self-motivation.	Anticipate and reduce risk where possible.	Application form and interview
Personal qualities	Ability to work with a minimum of supervision Ability to work within a team Need to be fit and capable enough to undertake a variety of physically demanding tasks Willing to undertake training when necessary Willing to undertake a criminal records bureau check		Application form, interview and references

April 2025