

## Person Specification

### Estates Store Person/Maintenance Assistant

Attributes and Qualities Required	Essential	Desirable
<b><u>Physical Make-up:</u></b> Able to work at heights	✓	
<b><u>Attainments:</u></b> Able to follow written & verbal instructions Must show experience of stock control. General Education to GCSE level 9-4 (A-C) in Literacy and Numeracy Be computer literate to enable use of stores computer system Be able to train others in stores procedures Basic understanding of both engineering and building trades	✓ ✓ ✓ ✓ ✓	✓
<b><u>Experience:</u></b> Must have basic knowledge of computer systems Ability to use relevant tools and equipment. Experience in shop floor practices. Experience in assisting skilled trades person. Comprehensive knowledge of the types of materials required from a stores within the maintenance field. Ability to plan and prioritise workloads. Basic health and safety knowledge.	✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b><u>Special Aptitudes:</u></b> An appreciation of the needs of the job and skills required. Must be a good communicator. Good numerical skills. The applicant must be able to work as part of a team Able to work unsupervised	✓ ✓ ✓ ✓ ✓	
<b><u>Interests:</u></b> Interested in further training courses.		✓

<b><u>Disposition:</u></b> Able to work without supervision Versatile to cover maintenance on a wide variety of plant and equipment	✓  ✓	
<b><u>Circumstances:</u></b> Participation in on-call system (required by the Estates Operational Team (electricians, fitters and carpenters) to attend emergency issues within the hospital over weekends and evenings and may be required at times from the successful candidate) Able to work overtime	✓	✓

Manager	Postholder
Name:	Name:
Signature: .....	Signature: .....
Date: .....	Date: .....