

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title: Carpenter**

**Department: Facilities Management - Estate Services**

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to GCSE level or equivalent	x		Application form
City & Guilds or NVQ Level 3 in trade	x		Application form
Certificate in other building trade		x	Application form
Management of personnel		x	Application form
<b>Skills and/or Abilities</b>			
Health and Safety knowledge of trade	x		Application form/Interview
Able to meet deadlines	x		Application form/Interview
Able to organise own workload	x		Application form/Interview
Good general IT Skills & ability to operate a PC	x		Application form/Interview
Experience of CAFM systems		x	Application form/Interview
Working knowledge of other trades		x	Application form/Interview
Worked in a University environment		x	Application form/Interview
Experience of painting & decorating		x	Application form/Interview
Have a sound knowledge of industry developments		x	Application form/Interview
Experience of fault finding installations	x		Application form/Interview
Good organisational skills	x		Application form/Interview
Initiative and problem solving	x		Application form/Interview
Planning and coordination	x		Application form/Interview
<b>Personal and Interpersonal Qualities</b>			
Able to communicate effectively with others	x		Interview
<b>Capacity for Career Development</b>			
Willing to attend training	x		Interview
<b>Physical Requirements</b>			
Physically fit - able to climb ladders and lift equipment etc.	x		Application form/Interview
<b>Circumstances</b>			
Willing to work outside normal hours	x		Application form/Interview
Valid UK full driving license	x		Application form/Interview
Ability to work shift pattern	x		Application form/Interview