

Person Specification

Post title	Depot Assistant	Grade	C
Department	Operations – Neighbourhood Services, Transport	Post ref	ATR7022

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Employee
	Assessment
Seeing the big picture	Certificate(s), application form, interview.
Changing, learning, and improving	Certificate(s), application form, interview.
Communication	Certificate(s), application form, interview
Team Working	Certificate(s), application form, interview.

Skills	Essential / Desirable	Assessment
Manual handling	Essential	Application Form / Interview
Driving (LGV)	Desirable	Application Form / Interview
Communication skills	Essential	Application Form / Interview
Understanding of COSHH requirements	Desirable	Application Form / Interview

Knowledge	Essential / Desirable	Assessment
An understanding of the operations within a working depot	Essential	Application Form / Interview
Health and Safety procedures	Essential	Application Form / Interview

Experience	Essential / Desirable	Assessment
Previous experience of lifting/handling	Essential	Application Form / Interview
Experience of providing a high level of customer service whilst working with the public and internal officers.	Essential	Application Form / Interview
One year's experience in janitorial, caretaking, cleaning, and general maintenance.	Desirable	Application Form / Interview
One year's experience in the use of mechanical handling of plant and machinery	Essential	Application Form / Interview

Qualifications	Essential / Desirable	Evidence
Driving Licence (minimum C)	Desirable	Application Form / Interview
Full clean UK driving licence	Essential	Application Form / Interview
Forklift truck licence	Essential	Application Form / Interview
Telescopic Handler licence	Desirable	Application Form / Interview
Basic level of numeracy and literacy required.	Essential	Application Form / Interview

Additional information / other requirements of the post
The post involves driving and so the post holder will be required to undertake relevant DVLA licence checks (minimum class B)

Date produced / last amended
May 2026

Equality Act 2010
The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.