2026/0230

PERSON SPECIFICATION

POST	Centre Attendant
DIRECTORATE	Development Community & Wellbeing
DEPARTMENT	Community Development

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	One years experience of working in a public use building e.g. school, hospital, youth centre, church etc. to include: ▪ cleaning duties ▪ caretaking duties ▪ dealing with the public ▪ cash handling One years experience of using Microsoft Office packages.		Application/ Interview
Key Skills, Knowledge and Attributes	• Good communication skills • Able to work as part of a team • Good administration skills • Able to deal with public in friendly and courteous manner • Able to use own initiative • Flexibility	• Knowledge of COSHH regulations • Knowledge of Health and Safety associated with a public building • Knowledge of manual handling	Interview
Working Arrangements/ Flexibility	28 hours per week on a 2 week rota. Rota subject to change to meet the needs of the service, to include evenings, weekends and public holidays		Self Assessment

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Sample rota subject to change:

		Mon	Tue	Wed	Thu	Fri	Sat	Sun		
week 1	Start	16:30	00:00	16:00	00:00	16:00	08:30	10:30		
	Finish	21:00	00:00	20:30	00:00	21:00	17:00	16:30		
	Lunch	00:00	00:00	00:00	00:00	00:00	00:30	00:00		
	Total Hrs	04:30	00:00	04:30	00:00	05:00	08:00	06:00		
	Paid Hrs	4.50	0.00	4.50	0.00	5.00	8.00	6.00	28.00	14.00
		Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours	Weekend Hours
week 2	Start	16:30	08:30	16:00	09:00	16:00	00:00	00:00		
	Finish	21:00	16:30	21:30	14:00	21:30	00:00	00:00		
	Lunch	00:00	00:30	00:00	00:00	00:00	00:00	00:00		
	Total Hrs	04:30	07:30	05:30	05:00	05:30	00:00	00:00		
	Paid Hrs	4.50	7.50	5.50	5.00	5.50	0.00	0.00	28.00	0.00

Total Hours	56.00
Average Hrs	28.00
Weekend Hrs	14.00