

# HJALTLAND HOUSING ASSOCIATION LTD

## PERSON SPECIFICATION

Job Title: Estate Support Worker

Attributes	Essential	Desirable
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Physically able – bending, stretching, lifting, using ladders</li><li>• Ability to plan schedules and meet deadlines</li><li>• Understand importance of effective recording and monitoring</li><li>• Ability to liaise with public/tenants</li><li>• Attention to detail</li></ul>	<ul style="list-style-type: none"><li>• Basic understanding of the organisational skills required for cleaning.</li><li>• Good Memory</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working under own initiative</li></ul>	<ul style="list-style-type: none"><li>• Previous experience of commercial cleaning</li><li>• Desire to improve qualifications and work experience</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Basic understanding of the safe use of cleaning chemicals</li><li>• Basic understanding of the safe use of electrical cleaning equipment</li></ul>	<ul style="list-style-type: none"><li>• Working knowledge of health and safety relating to cleaning</li><li>• Risk Assessments and COSHH</li></ul>
<b>Training</b>	<ul style="list-style-type: none"><li>• Relevant training will be provided</li></ul>	<ul style="list-style-type: none"><li>• Manual Handling training</li><li>• Health &amp; Safety Training</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Operating with integrity and confidentiality</li><li>• Security conscious</li><li>• Patience and tact</li><li>• Self-reliant and able to work effectively under pressure</li><li>• Able to work as a member of a team</li><li>• Full clean driving licence</li></ul>	<ul style="list-style-type: none"><li>• Energetic</li><li>• Sympathetic to aims and objectives of the Association</li><li>• Understanding importance of lone working practice</li></ul>