

**AGE UK HERTFORDSHIRE
PERSON SPECIFICATION**

POST TITLE:	Handyperson	
<p>The requirements stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants should provide evidence of their ability to meet the following criteria. NB: In your covering letter, you should cover <i>all</i> criteria in turn by number, as each will be assessed and marked for final scores.</p>		
	CRITERIA	Method of Assessment
	KNOWLEDGE	
1	Knowledge of GDPR in relation to client data confidentiality (Essential)	A
2	Knowledge and understanding of the challenges that elderly people face (Essential)	A & I
	SKILLS & ABILITIES	
3	Punctual and able to keep to agreed deadlines (Essential)	A & I
4	Able to carry out Health & Safety assessments (Essential)	A
5	Good verbal communication skills, and able to communicate well with a range of people (Essential)	A & I
6	Able to maintain accurate administration records (Essential)	A & I
7	Able to work on own initiative (Essential)	A & I
8	Competent in the use of IT equipment (Essential)	A & I
	EXPERIENCE	
9	Practical experience of general DIY (Essential)	A & I
	QUALIFICATIONS, TRAINING & EDUCATION	
10	Basic level of education with a grade C or above in Math and English. (Desirable)	A
	ATTITUDE & PERSONAL CIRCUMSTANCES	
11	A practical, caring disposition, with a sensitivity and understanding towards the needs of older people and the contribution they make to our society (Essential)	A
12	Full driving license, with daily use of a vehicle that you're willing to have insured for business purposes (Essential)	A & I
13	A willingness to travel in and around Hertfordshire to carry out the role and to attend team meetings and training as required (Essential)	A & I
14	Adaptable and willing to work flexibly to meet the needs of the service. (Essential)	A & I

METHODS OF ASSESSMENT: KEY TO ABBREVIATIONS	
A	Application (these are also shortlist criteria)
I	Interview