

## PERSON SPECIFICATION

POST TITLE:		Gardener
<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.  <b>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.</b></p>		
	CRITERIA	Method of Assessment
	<b>KNOWLEDGE</b>	
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
	<b>SKILLS &amp; ABILITIES</b>	
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
	<b>EXPERIENCE</b>	
9	Practical experience of garden maintenance (Essential)	A & I
10	Professional gardening experience (Desirable)	A & I
	<b>QUALIFICATIONS, TRAINING &amp; EDUCATION</b>	
11	Basic level of education with a grade C or above in Math and English. (Desirable)	A
12	A horticultural qualification (Desirable)	A
	<b>ATTITUDE &amp; PERSONAL CIRCUMSTANCES</b>	
13	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
14	Full driving license, with daily use of a vehicle that you're willing to have insured for business purposes (Essential)	A & I
15	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
16	Adaptable and willing to work flexibly to meet the needs of the service. (Essential)	A & I

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