**Person Specification**

**Title: Decorating Trainee**

**Department: Housing**

**Section: Housing - Maintenance Delivery (BBML)**

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|  | | | **Essential** | **Desirable** |
| ***Please number each item within each section and order in level of importance.*** | | | *🗸 Tick as appropriate* | |
| **Qualifications & Training**  The qualifications and/or training required to undertake the role. | | | | |
| 1. | This is a trainee position, and no minimum qualifications are required. All you need is to showcase your interest in this trade.  However, should this lead to an apprenticeship you will need to meet the minimum required GCSE criteria set by the college or you may need to undertake key skills in English and Maths if necessary | | **🗸** |  |
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| Achievement & Experience The level of experience/achievement required the post holder will have undertaken of the item specified. | | | | |
| 1. | Experience of working accurately and to deadlines | |  |  |
| 2. | Experience of working independently and using initiative | |  |  |
| 3. | Experience of working as part of a team | |  |  |
| 4. | Experience within the Decorating trade | |  |  |
|  |  | |  |  |
| **Knowledge**  The knowledge and level of understanding the post holder must have of the item specified. | | | | |
| 1. | Knowledge of Decorating trade | |  | **🗸** |
| 2. | Knowledge of the construction/housing industry | |  | **🗸** |
| 3. | Knowledge of Health & Safety legislations | |  | **🗸** |
|  |  | |  |  |
| **Skills**  The level of skill is required to undertake the item specified. | | | | |
| 1. | Practical, problem-solving skills | | **🗸** |  |
| 2. | Ability to use initiative and work flexibly as part of a team | | **🗸** |  |
| 3. | Ability to work in a wide variety of work environments and interact with residents, clients and colleagues professionally and appropriately | | **🗸** |  |
| 4. | Ability to organise and prioritise your full-time work and college work, to complete tasks fully and on time | | **🗸** |  |
| 5. | Ability to work under pressure and within targets | | **🗸** |  |
| 6. | Methodical way of working, ensuring high qualities of work | | **🗸** |  |
| 7. | Ability to work accurately, with attention to detail | | **🗸** |  |
|  |  | |  |  |
| **Qualities and Attitude** The qualities and attitude the post holder must demonstrate. | | | | |
| 1. | Tactful, diplomatic and courteous towards customers and colleagues alike, treats others fairly and embraces diversity | | **🗸** |  |
| 2. | Self-motivated with a willingness to learn and undertake training, as necessary | | **🗸** |  |
| 3. | Good time keeping skills | | **🗸** |  |