**Person Specification**

**Title: Decorating Apprentice**

**Department: Customer and Property**

**Section: Repairs and Maintenance Delivery (BBML)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **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. | A good level of academic achievement to date, e.g., English and Maths at grade 2-9 or equivalent and/or A Levels and/or relevant NVQ Level | **🗸** |  |
| 2. | Enrol at college and work towards Level 2 Decorating Apprenticeship | **🗸** |  |
| 3. | Attend any other training, as required | **🗸** |  |
|  |  |  |  |
| 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 | **🗸** |  |