

PERSON SPECIFICATION

The Lantern Caretaker

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

Educated to a level sufficient to undertake the duties of the role, including record-keeping and written communication

Experience and knowledge

Method of Assessment – D, I

Essential:

- Experience in a caretaking, premises management, or key holder role, or in a role with comparable responsibilities.
- Experience of maintaining accurate records and completing basic written documentation.
- Experience of dealing professionally with members of the public and other service users from a wide range of backgrounds.

Desirable:

- Experience of working within a local authority or similar public sector environment.
- Experience of facilities, premises, or building-related operational work.
- Experience of working in a security-related or supervisory context.
- Basic working knowledge of health and safety requirements relevant to buildings and public spaces.
- Experience of working with external or third-party contractors.



Specialist Skills and Abilities

Method of Assessment – D, I

Essential:

Working knowledge of computers including Word and Excel

Personal skills and attributes

Method of Assessment –D, I

Essential:

- Ability to act as a professional and positive representative of the service at all times.
- Ability to work effectively on own initiative and as part of a team.
- Clear and effective communication skills, with a strong focus on customer care.
- Methodical and well-organised, with the ability to manage tasks and priorities effectively.
- Ability to set up equipment and prepare meeting rooms and community spaces for events and functions.
- Ability to take responsibility for the building as the sole member of staff on duty during evenings and weekends.
- Demonstrates integrity, reliability and trustworthiness.
- Ability to patrol the building and respond appropriately to incidents, including disturbance or anti-social behaviour.
- A flexible and proactive approach to work, with a willingness to support service needs.

Decision making impact and innovation

Method of Assessment – D, I

Essential:

Ability to identify and advise where improvements to the service can be achieved.

Fluency Duty

Essential – Communication

This role is subject to the Fluency Duty under the Immigration Act 2016. The postholder will be required to demonstrate an appropriate level of spoken English where this is a regular and intrinsic part of the role.

This criteria applies in accordance with the statutory [Fluency Duty for public facing roles](#)



Special working conditions

Method of Assessment – D, I

Essential:

- Ability to meet the physical and health requirements of the role.
- Ability to work flexibly to meet the needs of the service, including working additional hours to cover colleagues' absence or leave.
- Availability to work evenings and weekends to support bookings and events, as required.
- Ability to work effectively within a shared office environment.
- Access to a suitable means of transport and possession of a full, valid driving licence.

