

Person specification

Estate Service Officer: TAS3, £20,821 - £21,725

Qualifications	Essential	Desirable
Basic educational qualifications	*	

Experience	Essential	Desirable
Be able to carry out equipment inspection prior to use and identify any defects.	*	
Experience of first aid and manual handling issues		*
Have proven experience in a wide range of cleaning, environmental and maintenance services.	*	
Knowledge and experience in working with CCTV equipment		*
Knowledge and experience of COSHH Regulations	*	
Prepared to work as a team member but also have an ability to work on your own initiative.	*	
Relevant experience in specifying the correct materials for different surfaces.	*	

Personal Skills and Abilities	Essential	Desirable
Ability to deal with difficult people and situations	*	
Ability to produce information for reporting purposes	*	
Be able to communicate effectively with various different bodies such as tenants, contractors, Police, other organisations and fellow staff members.	*	
Flexible and enthusiastic approach to work	*	
Self-motivated and have a desire to achieve and maintain high standards of work.	*	

Other Considerations	Essential	Desirable
An understanding of, and commitment to, the ethos of community-controlled housing associations	*	
A commitment to meeting the practical requirements of the post including flexibility regarding working out with normal office hours, where required	*	
A respect for others and commitment to equal opportunities	*	