



PERSON SPECIFICATION

Premises Co-ordinator – Princess Pavilion

	Essential	Desirable
Education and training	<p>Awareness of the current Manual handling operations regulations and how they affect the operations you carry out.</p> <p>Awareness of the current Health & Safety at work act 1974 and your responsibilities as outlined on the accompanying job description.</p> <p>Awareness of COSHH regulations and how they affect the safe storage/use of chemical cleaning products associated with your duties.</p>	<p>Current Health and Safety and First Aid Certification.</p> <p>Qualification in handling/use/storage of industry related Chemical products</p> <p>Manual handling qualification.</p>
Experience and knowledge	<p>Venue and site experience in terms of operation, cleansing and security</p>	
Personal attributes	<p>Risk averse, thinks Safety first. Awareness of lone working requirements.</p> <p>A desire to do the right thing High level of self-motivation. Can work on own initiative.</p> <p>Trustworthy, reliable & good timekeeper.</p> <p>Good work ethic, with attention to detail. Ability to organise and prioritise own workloads to meet deadlines.</p> <p>Take pride in your work, not to accept compromise in levels of delivery and cleanliness. Strives for constant improvement.</p> <p>Good team player, supports colleagues. Contributes positively to the success of the team, above promoting oneself.</p>	<p>Passionate about promoting Falmouth.</p> <p>Shows a desire to take on additional responsibility.</p> <p>Innovative in dealing with problems to find solutions.</p> <p>Comes forward with suggestions for improvement.</p>

Skills and abilities	Good communication and customer care skills Organised. Ability to work effectively alone or as part of a team.	
Special circumstances	Willing to work irregular hours Flexibility to cover other duties within the Town Team, if required.	