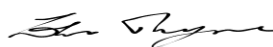


PERSON SPECIFICATION

Job Title: Maintenance Carpenter Service: BM & C		Post No: 60481 Section: BM & C	Hoople Band: C Location: Herefordshire
All candidates will be considered on their ability to meet the requirements of the person specification		Essential criteria	Method of Assessment*
Experience <i>Relevant to the position</i>	<ul style="list-style-type: none"> • Completion of an approved apprenticeship or NVQ Level 3 / City & Guilds in Carpentry • Minimum 3 years' experience in building maintenance across commercial, residential or public-sector sites • Proven experience in carpentry and joinery including doors, windows, fire doors, kitchens, flooring and fixed furniture • Demonstrable competence in at least two secondary trades (e.g., plumbing, painting, basic electrical, HVAC, tiling) • Experience carrying out reactive, planned and preventative maintenance • Experience using access equipment, tools and plant safely • Ability to produce clear, accurate job records and material/labour estimates CV / References 		CV/References
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> • Able to work independently with strong problem-solving skills • Organised, reliable and able to prioritise workload to meet deadlines • Calm, professional and customer-focused, with good communication skills • Able to work both alone and as part of a wider team • Competent in safe working practices and industry-standard H&S procedures • IT literate with good record-keeping and data-entry skills • Able to use a wide range of tools, machinery and access equipment safely • Logical thinker with a proactive, ownership-focused approach to tasks • Able to generate confidence and trust with colleagues, clients and service users Interview & References 		By interview & references

Qualifications and Training <i>including professional qualifications</i>		<ul style="list-style-type: none">• NVQ Level 3 / City & Guilds in Carpentry• Evidence of competence in at least one secondary trade (e.g., plumbing, painting, basic electrical) Desirable:• Fire Door Inspection qualification• IPAF / PASMA• Training in building regulations or heritage building restrictions	Qualifications
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>		<ul style="list-style-type: none">• Flexible approach to working hours, including occasional overtime or out-of-hours work• Full UK driving licence• Willingness to travel throughout the Herefordshire area• Willingness to participate in an on-call rota• Ability to undertake manual tasks safely, with reasonable adjustments where required• Willingness to undertake Enhanced DBS and Security Clearance	Discuss at interview
Manager Signature:			Date: December 2025
Manager Name:	John Thyne	Job Title:	Service Delivery Manager

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed : December 2025