

**PERSON SPECIFICATION**

**POST TITLE:** Workshop Assistant

**DIVISION/UNIT:** Construction Division/Transport Services

**JOB SPECIFIC COMPETENCIES**

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> <li>1. Previous experience of working in a similar role.</li> </ol>	<ol style="list-style-type: none"> <li>1. Previous experience gained in a vehicle workshop environment.</li> <li>2. Previous experience of providing assistance to mechanics.</li> <li>3. Basic Health &amp; Safety Awareness.</li> </ol>	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> <li>1. Ability to collect and deliver vehicles and follow basic directions.</li> <li>2. Ability to undertake general cleaning duties within workshop.</li> <li>3. Ability to undertake general cleaning of vehicles and plant.</li> <li>4. Ability to undertake greasing and oiling of vehicles and plant.</li> </ol>	<ol style="list-style-type: none"> <li>1. Previous experience of basic painting of vehicles/plant.</li> <li>2. Specialised driving skills (e.g. forklift).</li> <li>3. Ability to perform minor repairs.</li> </ol>	Application Form References Interview
Education & Qualifications			Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> <li>1. Ability to cope with the demands of the post and attend on a regular basis.</li> <li>2. Ability and willingness to work outdoors in all kinds of weather.</li> </ol>		Interview References
Additional Job Related Requirements	<ol style="list-style-type: none"> <li>1. Category C Driving Licence or equivalent entitlement to drive in Great Britain.</li> </ol>	<ol style="list-style-type: none"> <li>1. Category C + E Driving Licence or equivalent entitlement to drive in Great Britain.</li> </ol>	Application Form Post Interview Check