

**Somercotes Parish Council
Caretaker/Administrator**

<u>Job Specification</u>	
<u>Essential</u>	<u>Desirable</u>
<p>Able to work flexible hours including evenings and weekends</p> <p>Live within the local area so as to be able to respond to alarm or emergency call-outs</p>	<p>Previous Experience</p> <p>Personal Licence Holder</p> <p>Basic Computer Skills (Microsoft Word & Excel)</p> <p>Basic First Aid Qualification</p> <p>Basic Understanding of Health & Safety</p> <p>Full Driving Licence</p>