

# EMPLOYEE

# SPECIFICATION

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| **Dept:** | **Environmental Health** | **Section:** | **Cemetery and Crematorium** |
| **Post No:****COEH03002** | **Designation:****Cemetery and Crematorium Technician** | **Grade: 6****£27,711 - £29,093** |

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| **Qualification:** |
| ED | A good standard of general education, preferably to include qualifications at national qualification level 2 (or equivalent) in English & Maths (e.g. GCSE grades C or above).Qualified Cremator Operator (applicants who are not qualified will be provided with full on the job training with the essential requirement that they study successfully for a BTEC level qualification in cremator operation and practice, for which the Council will fund agreed study costs). |
| **Knowledge/Skills/Abilities:** |
| EEEEED | An ability to organise and manage own workload to meet deadlines.Ability to build and maintain relationships and to work as part of a team.An ability to deal with the bereaved in a caring and compassionate manner.An ability to use a variety of ICT applications to record and store dataAn ability to undertake physical work in the form of loading coffins into the Cremators and carrying out grounds maintenance/gardening work.Knowledge of the bereavement industry. |
| **Experience:** |
| DDED | Experience of working within bereavement services, preferably in a local authority setting.Experience of providing a service to the public.Experience of undertaking grounds maintenance duties/gardening work. Experience of working in an office environment. |
| **Special Requirement:** |
| E |  The ability to work weekends and bank holiday for which reasonable notice will be given, except in an emergency. The work will include:* regular rota to staff the Crematorium and/or weekend burial service
* participation in public open days / historic walks at both sites - approximately 3 days a year.
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|  E Essential D Desirable Date reviewed: Feb 2025 |