



SUPPLY POSTAL WORKER
POST OFFICE
GOVERNMENT OF GIBRALTAR

Statement of Particulars

1. Term of appointment

The appointment will be on supply basis.

2. Functions

The main functions of a Supply Postal Worker are to collect, process, handle, sort, export and deliver mail items safely in a timely and professional manner whilst sustaining customer satisfaction and professional customer care etiquette at all times. The successful applicant will need to adhere to the Service Model and Working Practices as set by Royal Gibraltar Post Office Management.

For further details, please refer to the Job and Person Specifications.

3. Salary

The post carries an hourly rate of £6.20.

4. Qualifications and other requirements

Applicants must be in possession of:

1. 2 GCSE passes at grades A, B or C, to include English Language, or
2. 2 GCE passes 'O' Level, 2 CSE grade 1 or 2 CEE grade 1, 2 or 3, to include English Language, or
3. A full GNVQ (Intermediate), BTEC (Intermediate) or BTEC (First Diploma), OCR National (Level II award), NVQ (Level II award) together with one

GCSE pass at grade A, B or C, GCE 'O' Level, CSE grade 1 or CEE grades 1, 2 or 3 in English Language.

Applicants not in possession of the abovementioned qualifications will be required to pass an entrance examination.

Candidates must be in possession of a valid 'A' and 'B' class driving licenses (Light motorcycles with a cubic capacity not exceeding 125cc and of a power not exceeding 11kw and motorcars with up to 8 passenger seats and up to 3500 kg with a trailer up to 750 kg).

5. Service Model

The Service Model may be changed by management from time to time in management's sole and absolute discretion.

6. Evidence of qualifications/ Nationality and Date of Birth

All original relevant certificates must be produced when the application form, is handed in, together with evidence (e.g. a passport or birth certificate) of the applicant's nationality and identity. Original documentation will be examined and immediately returned.