

Person Specification: Facilities Assistant –

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none">• Basic literacy and numeracy skills.• Basic understanding of computer use.	<ul style="list-style-type: none">• Evidence of recent training and/or qualifications which you feel is relevant to this job.• Lifting and handling course.• First Aid Qualification Holder• NVQ level 2 in cleaning and support skills	Application form Selection process Pre-employment checks
Experience	<ul style="list-style-type: none">• Experience of the duties of a caretaker or similar within a large organisation.• Experience of dealing with the public and customers	<ul style="list-style-type: none">• Recent experience of caretaking premises.• Experience of Fire Warden and undertaken relevant fire building checks• Experience of using IT packages	Application form Selection process Pre-employment checks
Skills/knowledge	<ul style="list-style-type: none">• Basic understanding of Health and Safety issues.• Ability to work by yourself and as part of a team.• Basic knowledge of routine building maintenance	<ul style="list-style-type: none">• Ability to use equipment such as floor polisher, vacuum cleaner etc.• Understanding of fire, security and heating systems.	Application form Selection process Pre-employment checks

	<ul style="list-style-type: none"> • Interpersonal skills. • Ability to carry out manual handling/lifting. • Ability to deal directly with members of the public and Guests 	<ul style="list-style-type: none"> • ability to use an evacuation chair in cases of emergency 	
Personal Qualities	<ul style="list-style-type: none"> • Team player. • Approachable. • Effective communicator. • Flexible approach to work. • Ability to work on own initiative. 		Application form Selection process Pre-employment checks

