**Person Specification**
**Facility Assistant**

**Part A**
The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential
- Experience of undertaking building cleaning and maintenance
- Ability to use basic hand tools
- Experience of constructing displays and exhibitions and in the moving and handling of displays
- Competence / experience in manual lifting and handling
- Knowledge of security procedures for buildings and external sites
- Experience of giving basic guidance to visitors
- Adaptable and flexible team player
- Enthusiasm for helping to develop the work of archives, galleries and museums
- Basic literacy and numeracy
- Basic IT skills
- Knowledge of Health and Safety issues

Desirable
- Operation of PA systems, and knowledge of use of CCTV
- Fire prevention training
- Manual Lifting and Handling training

**Part B**
The following criteria will be further explored at the interview stage:

Essential
- Experience of undertaking building cleaning and maintenance
- Experience of constructing displays and exhibitions and in the moving and handling of displays
- Competence / experience in manual lifting and handling
- Knowledge of security procedures for buildings and external sites
- Experience of giving basic guidance to visitors
- Adaptable and flexible team player
- Knowledge of Health and Safety issues

**Additional Requirements**

- The role will require regular lifting and handling duties (unloading of goods, room set ups etc)
- The role will require the holder to work weekends, school holidays and occasional evenings