

**Person Specification: Facilities Assistant –**

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

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

