

Person Specification

**Facilities Operative**

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|  | **Essential** | **Desirable** |
| **Qualifications / Experience** |  |  |
| * Level 2 qualification in English (GCSE or equivalent) and/or equivalent relevant experience | **\*** |  |
| * Level 2 qualification in IT (GCSE or equivalent) and/or relevant equivalent experience | **\*** |  |
| * Clean, valid driving licence\* | **\*** |  |
| * Experience of caretaking, security, general building maintenance and repair work | **\*** |  |
| * Understanding of Health and Safety issues | **\*** |  |
| * Experience of manual handling | **\*** |  |
| * First Aid certificate (training provided)\*\* | **\*** |  |
| * Fire Marshall certificate (training provided)\*\* | **\*** |  |
| * Previous experience of working within an educational establishment | **\*** |  |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required | **\*** |  |
| * Able to travel as needed to all NPTC group campuses to fulfil the requirements of the post | **\*** |  |
| * Able to carry out manual handling | **\*** |  |
| * Mobile | **\*** |  |
| Personal Skills |  |  |
| * Good time management skills | **\*** |  |
| * Able to work independently | **\*** |  |
| * Able to prioritise work | **\*** |  |
| * Able to work collaboratively with other departments | **\*** |  |
| Interpersonal Skills |  |  |
| * Good oral communication skills | **\*** |  |
| * Able to work as part of a team | **\*** |  |
| * Able to work independently without supervision | **\*** |  |
| * Able to communicate in Welsh |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality | **\*** |  |
| * Commitment to Continuing Professional Development | **\*** |  |
| * Commitment to Diversity | **\*** |  |
| * Commitment to Health & Safety |  |  |
| * Professional | **\*** |  |
| * Reliable | **\*** |  |
| * Motivated | **\*** |  |
| * Adaptable | **\*** |  |

\* This may be subject to review

\*\* Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months.