CITY OF BRISTOL COLLEGE

**PERSON SPECIFICATION**

# AREA: Estates and Infrastructure JOB TITLE: Facilities Officer POST REF: 17 - 00050

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| **ASSESSMENT CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS | A good general education to level 2, including English and Maths | Recognised First Aider or working towards  Level 2 in a post related subject or working towards  Health & Safety Qualification or working towards |
| WORK-RELATED EXPERIENCE AND TRAINING | Experience of working within a security, facilities, porterage or caretaking role  Experience of working within a role involving communicating effectively with the public  Manual Handling skills | Experience of working within an Educational setting within a security, facilities, pottering or caretaking role.  Good understanding of emergency systems and procedures  Have worked in a role involving basic maintenance |
| OTHER RELEVANT EXPERIENCE |  | Experience of assisting people with learning difficulties |

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| **ASSESSMENT CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| SPECIALIST KNOWLEDGE | Knowledge of Health and Safety | Knowledge of Safeguarding  Knowledge of the Prevent agenda  Knowledge of emergency procedures |
| SKILLS | Excellent communication skills  Be able to work cooperatively with colleagues and supervisors as part of a team  Be able to work alone  Be able to make decisions whilst under pressure | Have an understanding of IT and use of computer systems  Have experience working with facilities management software such as job requests/tickets, locking systems |
| PERSONAL SKILLS | Reliable  Flexible  Polite and willing to help others  Ability to keep calm under pressure |  |
| SPECIAL WORKING CONDITIONS | Physically be able to carry out a range of tasks involving carrying items, pushing, loading and unloading vans and lorries, operating some power tools, bending, lifting, stretching and pulling which require at times prolonged strenuous effort  Attendance at out of hours emergencies on a call-out rota  Will be required to work evenings  All facilities staff will be required to wear the standard college uniform  Have a full class B driving licence and have use of a motor vehicle  Successful candidates will be required to attend for a full medical examination by our Medical Advisor | Have driven work vehicles such as vans and larger vehicles |