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 towardsLevel 2 in a post related subject or working towardsHealth & Safety Qualification or working towards |
| WORK-RELATED EXPERIENCE AND TRAINING  | Experience of working within a security, facilities, porterage or caretaking roleExperience of working within a role involving communicating effectively with the publicManual Handling skills | Experience of working within an Educational setting within a security, facilities, pottering or caretaking role. Good understanding of emergency systems and proceduresHave 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 SafeguardingKnowledge of the Prevent agendaKnowledge of emergency procedures |
| SKILLS  | Excellent communication skillsBe able to work cooperatively with colleagues and supervisors as part of a teamBe able to work aloneBe able to make decisions whilst under pressure | Have an understanding of IT and use of computer systemsHave experience working with facilities management software such as job requests/tickets, locking systems |
| PERSONAL SKILLS  | ReliableFlexiblePolite and willing to help othersAbility 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 effortAttendance at out of hours emergencies on a call-out rotaWill be required to work eveningsAll facilities staff will be required to wear the standard college uniformHave a full class B driving licence and have use of a motor vehicleSuccessful 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 |