

Person Specification – Facilities Assistant

Factors	Essential	Desirable	Assessment Method
Qualifications/Training	<ul style="list-style-type: none"> • Willingness to be a fire warden and first aider to assist the Facilities Manager on Health and Safety matters. • Completion of security training or willingness to undertake such training. • Completion of manual handling training or willingness to undertake. 	<ul style="list-style-type: none"> • First Aid Qualification. • SIA licence. • Recognised trade qualification(s). 	
Experience/Knowledge	<ul style="list-style-type: none"> • At least one year's experience of facilities work or experience of premise management, building maintenance. • Experience of identifying areas for improvement in facilities/security matters. 	<ul style="list-style-type: none"> • Experience of working in an educational setting. • Experience of supervising staff. • Conflict resolution experience. 	Application Form Interview Process
Skills/Abilities	<ul style="list-style-type: none"> • Ability to carry out general repairs. • Ability to lift and carry heavy items. • Ability to carry out minor decoration and repairs. • Ability to act as a keyholder for the College. • Ability to use basic IT systems such as Microsoft Office. • Excellent interpersonal skills. • Communicate effectively with a wide variety of people. • Ability to use own initiative. • Able to effectively prioritise workload and meet deadlines. 		Application Form Interview Process References
Personal Qualities	<ul style="list-style-type: none"> • Good record of attendance and punctuality. • Reliable. • Effective team player. • Appropriate professional appearance. • Excellent interpersonal skills. • Willingness to be flexible/adapt to change. • Ability to use own initiative/be self-motivated. • Ability to manage own work effectively. • Have a sense of pride in the overall quality of the College's environment. • Work effectively in a range of settings and situations. • Be an effective team player and to work with the Facilities Manager and Deputy Facilities Manager to identify areas for improvement in Facilities Management. • Communicate effectively with a wide variety of people. • Good communication skills. • Patient and calm under pressure. • Able to support and make a contribution to the mission of the College. 	<ul style="list-style-type: none"> • Approachable with a good sense of humour 	Application Form Interview Process References

Factors	Essential	Desirable	Assessment Method
Other	<ul style="list-style-type: none"> • Be suitable to work with children and vulnerable adults and support the effective safeguarding of all young people throughout the College. • Adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity, Safeguarding etc. • Good attendance and timekeeping record. • A willingness to actively improve yourself by developing new skills and knowledge. 		Application Form Interview Process Pre employment checks