

Person Specification

Post:	Facilities Assistant
Department:	Facilities
Hours of work:	37 hours per week (7/7.5 hour shifts on a rota); full time, full year
Hours distribution:	37 hours per week (full year) covering the working hours of: 7.30am – 9.30pm Mon and Tues 7.30am – 6.30pm Wed and Thurs 7.30am – 6.00pm Fri 8.00am – 4.00pm Mon – Fri (College Holidays) (Some flexibility required occasionally to work outside normal hours) The above will be worked on a 7.5/7 hour shift basis
Responsible to:	Head of Facilities
Working closely with:	Facilities Team and appropriate bodies and all college personnel

E = Essential

D = Desirable

Please ensure that in your application you clearly show how you meet **each item** on the Person Specification. In a situation where the College receives a high volume of applications, the desirable criteria may be used for shortlisting purposes.

	E	D	Method of Assessment
Skills & Abilities			
Well organised and capable of prioritising work	✓		Application Form Interview
Ability to work in a busy environment	✓		Application Form Interview
Ability to stay calm under pressure	✓		Application Form Interview
Good organisational skills with the ability to work systematically and use time effectively	✓		Application Form Interview
Ability to operate and contribute as part of a team	✓		Application Form Interview
Ability to work on own initiative	✓		Application Form Interview
Ability to supervise others		✓	Application Form Interview
Flexible and reliable – ability to work occasionally outside normal operating hours as a lone worker	✓		Application Form Interview
Fit to undertake the physical demands of the role	✓		Application Form and medical assessment

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Experience & Background			
Experience in working in an Estates/Facilities role		✓	Application Form Interview
Experience of building & environmental management systems (BEMS)		✓	Application Form Interview
Experience of access control and security systems		✓	Application Form Interview
Full driving licence		✓	Application Form
Minibus driving experience		✓	Application Form Interview
Experience & certification in using mobile elevated working platforms (MEWP)		✓	Application Form Interview
Experience of a trade which would complement the role (i.e. painting/decorating, grounds keeping, plumbing, carpentry, electrician, engineering etc.)		✓	Application Form Interview
Ability to use ladders and work at heights	✓		Application Form Interview
Basic understanding of IT systems, i.e. word processing, excel spreadsheets, emails and databases	✓		Application Form Interview
Understanding of safe working practices and Health & safety legislation	✓		Application Form Interview
Hold, or be willing to obtain a first aid certificate		✓	Application Form
Personal Qualities			
Rapport with others	✓		Interview
Customer focus - polite manner with staff and students	✓		Application Form Interview
Sensitive to the ethos of the College	✓		Application Form Interview
A strong commitment to safeguarding and promoting the welfare of young people	✓		Application and Interview
Must be able to satisfy requirements for Enhanced DBS checks	✓		Application and Interview