

## PERSON SPECIFICATION

**POST TITLE:** Facilities Support Level C

**SECTION:** Schools

### ESSENTIAL CRITERIA

**Job Related Education and Qualifications and Knowledge**

- Educated to **NVQ Level 2** or comparable relevant experience
- A basic knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric's (such as plugs, fuses & light bulbs)
- Knowledge of Health & Safety regulations in schools including COSHH guidelines

**Experience**

- **Two years experience of Facilities Support related work**
- **Experience of organising or dealing with supervision of a range of maintenance and janitorial duties**
- **Experience of supervising staff**

**Skills/Abilities**

- Physical fitness, encompassing the ability to bend, stretch, lean, reach, carry heavy and awkward items
- The ability to work flexible hours
- **Effective verbal communication skills**
- **Good Numeracy & Literacy skills**
- **Strong organisational skills**
- The ability to prioritise own workload
- The ability to work unsupervised
- The ability to supervise the work of others
- Demonstrate the ability to liaise effectively with other staff, contractors and visitors to the school

**Other Requirements**

- Willingness to undertake necessary tasks of an unpleasant nature
- An aptitude for, and a willingness to be trained in modern cleaning methods and machinery (cleaning) operations
- Willingness to learn and keep up-to-date with Health & Safety procedures relevant to the role
- The postholder may be required to attend and successfully complete the 4day Pool Plant operator course if appropriate

**Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.