

PERSON SPECIFICATION

Post Title	Building Facilities Assistant	Band	3	Job Evaluation Reference	G801
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Only asking for qualifications as an essential criteria can be done if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
Asbestos Awareness					X
Health and Safety Risk Assessment					X
Manual Handling					X
Needlesticks and Sharps Awareness					X
COSHH Awareness					X
Working at Heights Awareness					X
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Key elements of the health and safety management arrangements				X	
Importance to investigate accidents/incidents				X	
Cleaning methods, materials and machinery				X	
Basic handy work / DIY				X	
Previous work in a similar environment				X	
Previous cleaning work				X	
Dealing with security duties				X	
Health and Safety legislation in a working environment				X	
3. SKILLS AND ABILITIES				Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training					

Computer literate	X	
Complete paperwork accurately and adhere to deadlines	X	
Assess and communicate/respond to building users	X	
Work periodically in unpleasant conditions, both indoors and outdoors	X	
Work with minimal supervision	X	
Work under pressure	X	
4. PERSONALITY FACTORS	Essential	Desirable
• Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Flexible to meet service needs	X	
Polite & Approachable	X	
Reliable & Responsible	X	
Work both as part of a team and independently	X	
Organised and methodical	X	
5. OTHER REQUIREMENTS	Essential	Desirable
• Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Telephone contact to react to out of hours emergency calls	X	
Ability to travel & have access to a vehicle/transport	X	
Undertake programme of training relevant to job	X	
Relevant PVG checks prior to appointment	X	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.