

PERSON SPECIFICATION – Site Facilities Officer

Criteria	Essential	Desirable
Qualifications	Evidence of educational attainment to at least level 2	First Aid at work – training will be given
	Evidence of participation in appropriate training and development ideally in customer services	SIA badge holder – training will be given
	Some experience of supporting buildings and facilities	
	Understanding of Health & Safety and its affects in the work place	
	Practical working knowledge of the maintenance requirements of large buildings and associated facilities. Understanding of the College’s responsibilities to ensure equal access to facilities.	
Skills/ Competencies	Able to deal with queries from visitors and students with courtesy, tact and descretion	Full Clean Driving License
	Effective oral communication	
	Good organisational and time management skills	
	Good personal IT skills including basic word skills	
	Ability to carryout routine grounds, building, plumbing and electrical repairs where a qualified practitioner would not usually be required	
Personal Attributes	Commitment to educational values	
	Commitment to the provision of a high quality, student-centred service	
	High level of personal integrity, honesty and trustworthiness	
	Ability to work effectively as a team member	
	Ability to work on own initiative	
	Ability to work flexibly to meet changing needs	
	Ability to work at other sites sometimes at short notice	
	Commitment to own learning and development	
	Commitment to understand and promote equality of opportunity.	
	Commitment to understand and promote safeguarding	
Good record of attendance and punctuality		
Appropriate professional appearance		