

Recruitment person specification

Position title	Facilities Assistant
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Guidance on [how to complete a high quality person specification](#) is on the Orb.

Role requirements

Experience requirements

1. High level of general maintenance and handyman skills and experience with a variety of tools and equipment - Essential
2. Experience and an understanding of stock control, consumables and spares processes within a maintenance environment. - Essential
3. Partnership and Engagement - Essential
4. Experience of working within a Caretaking/small works team to deliver shared results. - Essential
5. Communication and Presentational skills - Essential
6. Demonstrates good written and verbal communication skills to communicate with colleagues and clients in a clear manner. - Essential

Knowledge, skills and understanding requirements

1. Self motivated with the ability to carry out duties with minimal supervision and the ability to work under pressure. – Essential
2. Ability to co-ordinate a range of duties and meet deadlines. - Essential
3. Ability to remain calm and respond positively to challenging situations and difficulties. - Essential
4. The ability to be flexible and adaptable in performing tasks which are normally outside the job specification but considered commensurate with the role. – Essential
5. The ability to prioritise effectively, managing a busy diary and a varied workload to meet demands and deadlines — multi tasking. – Essential
6. Ability to participate fully in the roster system. - Essential

Qualifications and training requirements

1. Good standard of written and oral communication - Essential
2. Basic knowledge of Health & Safety management in an operational maintenance environment - Essential
3. Full driving licence - Desirable