

Person Specification

**Facilities Operative**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications / Experience** |  |  |
| * Level 2 qualification in English (GCSE or equivalent) and/or equivalent relevant experience
 | **\*** |  |
| * Level 2 qualification in IT (GCSE or equivalent) and/or relevant equivalent experience
 | **\*** |  |
| * Clean, valid driving licence
 |  **\*** |  |
| * Experience of caretaking, security, general building maintenance and repair work
 | **\*** |  |
| * Understanding of Health and Safety issues
 | **\*** |  |
| * Experience of manual handling
 | **\*** |  |
| * First Aid certificate (training provided)\*
 | **\*** |  |
| * Fire Marshall certificate (training provided)\*
 | **\*** |  |
| * Previous experience of working within an educational establishment
 | **\*** |  |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required
 | **\*** |  |
| * Able to travel as needed to all NPTC group campuses to fulfil the requirements of the post
 | **\*** |  |
| * Able to carry out manual handling
 | **\*** |  |
| * Mobile
 | **\*** |  |
| Personal Skills |  |  |
| * Good time management skills
 | **\*** |  |
| * Able to work independently
 | **\*** |  |
| * Able to prioritise work
 | **\*** |  |
| * Able to work collaboratively with other departments
 | **\*** |  |
| Interpersonal Skills |  |  |
| * Good oral communication skills
 | **\*** |  |
| * Able to work as part of a team
 | **\*** |  |
| * Able to work independently without supervision
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to Continuing Professional Development
 | **\*** |  |
| * Commitment to Diversity
 | **\*** |  |
| * Commitment to Health & Safety
 |  |  |
| * Professional
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Motivated
 | **\*** |  |
| * Adaptable
 | **\*** |  |

\* Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months.