

PERSON SPECIFICATION

POST TITLE: Quality Assurance Assistant

DIVISION/UNIT: Facilities Services

JOB SPECIFIC COMPETENCIES:

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Previous relevant experience within a Facilities &/or Cleaning Service. 2. Working Knowledge of COSHH. 3. Operational Knowledge of Safe Working Practices in relation to a Facilities &/or SCP Service. 4. Proven track record of delivering a customer focused approach. 	<ol style="list-style-type: none"> 1. Relevant experience of procedures to ensure the maintenance of a high quality service, including experience in the quality monitoring of a service against the relevant specification. 2. Experience of delivering training in procedures in relation to a Facilities &/or SCP Service. 	<p>Application Form References Interview</p>
Skills/Abilities	<ol style="list-style-type: none"> 1. Ability to plan, prioritise, schedule and organise own workload. 2. Ability to use own initiative and work alone. 3. Effective communication skills. 4. Good interpersonal skills, ability to work successfully as part of a team and ability to establish effective working relationships. 5. Basic computer literacy 6. Basic literacy and numeracy skills. 	<ol style="list-style-type: none"> 1. Ability to use hand-held monitoring devices. 	<p>Application Form References Interview</p>
Education & Qualifications		<ol style="list-style-type: none"> 1. Qualification in facilities management related subject to SVQ level 2. 2. IOSH Certificate. 	<p>Application Form Interview</p>
Personal Qualities	<ol style="list-style-type: none"> 1. Ability to cope with the demands of the post and attend on a regular basis. 	<ol style="list-style-type: none"> 1. Resilient consistent and fair. 	<p>Interview References</p>

	<ol style="list-style-type: none"> 2. Motivated, confident and enthusiastic individual. 3. Flexible and adaptable. 		
Additional Job Related Requirements	<ol style="list-style-type: none"> 1. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations. 2. PVG Scheme Membership. 3. Security and environmentally conscious. 		Application Form Post Interview Check