

## PERSON SPECIFICATION

**POST TITLE:** Resources Assistant

**DIVISION/UNIT:** Facilities Services

## JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> <li>1. Ability to deal with minor repairs and maintenance.</li> <li>2. Previous cleaning experience.</li> <li>3. Experience of dealing with the public.</li> <li>4. Working knowledge of safe working practices, i.e., COSHH and SWAs.</li> <li>5. Experience of undertaking building security checks.**</li> </ol>	<ol style="list-style-type: none"> <li>1. Safety awareness of cleaning products and methods.</li> <li>2. Manual handling</li> </ol>	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> <li>1. Effective communication skills.</li> <li>2. Good interpersonal skills, ability to work successfully as part of a team and ability to establish effective working relationships.</li> <li>3. Basic computer literacy</li> <li>4. Basic literacy and numeracy skills.</li> <li>5. Good organisational skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Safe Manual Handling techniques.</li> <li>2. Customer care</li> </ol>	Application Form References Interview
Education & Qualifications			Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> <li>1. Ability to cope with the demands of the post and attend on a regular basis.</li> <li>2. Motivated, confident and enthusiastic individual.</li> <li>3. Flexible and adaptable.</li> </ol>		Interview References

Additional Job Related Requirements	1. Security and environmentally conscious.	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*.	Application Form Post Interview Check
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\*For all new appointments with effect from 23 August 2024

\*\*Applies to posts based at Greenfield Academy only.