

Person Specification

**Facilities Officer and Site Supervisor**

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|  | **Essential** | **Desirable** |
| **Qualifications / Experience** |  |  |
| * Level 3 qualification in a relevant discipline (e.g., NVQ3/Advanced Craft Certificate) | **\*** |  |
| * Relevant experience | **\*** |  |
| * Level 2 qualification in Mathematics (GCSE or equivalent) | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent) | **\*** |  |
| * IT literate to Level 2 | **\*** |  |
| * Clean, valid driving licence | **\*** |  |
| * Experience of mechanical, electrical, plumbing, building and services maintenance and repair work | **\*** |  |
| * Qualification in Health & Safety e.g., IOSH Managing Safely (training provided) \*\* | **\*** |  |
| * Understanding of Health and Safety issues including statutory compliances e.g., asbestos | **\*** |  |
| * Experience of manual handling | **\*** |  |
| * First Aid certificate (training provided) \*\* | **\*** |  |
| * Fire Marshal qualification (training provided) \*\* | **\*** |  |
| * Experience of working within an educational establishment |  | **\*** |
| * Experience of procurement procedures including cost and/or budget control | **\*** |  |
| 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 | **\*** |  |
| Personal Skills |  |  |
| * Able to carry out manual handling | **\*** |  |
| * Excellent time management skills | **\*** |  |
| * Excellent organisational skills | **\*** |  |
| * Able to work independently and without supervision | **\*** |  |
| * Able to prioritise work | **\*** |  |
| * Able to work collaboratively with other departments | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent communication skills – oral and written | **\*** |  |
| * Able to work as part of a team | **\*** |  |
| * Able to communicate in Welsh |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Health and Safety | **\*** |  |
| * Commitment to Quality | **\*** |  |
| * Commitment to Continuing Professional Development | **\*** |  |
| * Commitment to Diversity | **\*** |  |
| * Professional | **\*** |  |
| * Reliable | **\*** |  |
| * Motivated | **\*** |  |
| * Adaptable | **\*** |  |
| * Proactive | **\*** |  |

\*\* 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.