

Person Specification

**Facilities Officer and Site Supervisor**

|  |  |  |
| --- | --- | --- |
|  | **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.