

PERSON SPECIFICATION

Post Title: Facilities Assistant

Department: Facilities

Criteria	Essential	Desirable
Knowledge & Experience		
Previous cleaning experience in a commercial, public, or similar environment	✓	
Understanding of basic cleaning methods, materials, and equipment	✓	
Awareness of Health & Safety requirements in the workplace	✓	
Experience of working both independently and as part of a team	✓	
Experience of cleaning public buildings, community facilities, or similar environments		✓
Knowledge of COSHH regulations		✓
Experience of stock control and reporting requirements		✓
Skills & Abilities		
Ability to maintain high standards of cleanliness and presentation	✓	
Good time management skills and the ability to prioritise tasks effectively	✓	
Ability to follow instructions and work with minimal supervision	✓	
Ability to communicate clearly and politely with colleagues and members of the public	✓	
Reliable, punctual, and able to demonstrate a strong work ethic	✓	
Ability to complete basic records accurately	✓	
Ability to identify maintenance or safety issues and take appropriate action		✓
Flexibility to adapt to changing priorities and workloads		✓
Personal Qualities:		
Positive and professional attitude	✓	
Strong attention to detail	✓	
Commitment to providing a high standard of service	✓	
Friendly, approachable, and customer-focused manner	✓	
Willingness to undertake training and development	✓	
Proactive approach to improving standards and service delivery	✓	
Other Requirements		
Willingness to work flexibly, including occasional evenings and weekends	✓	

Commitment to working in accordance with Health & Safety requirements and Council policies	✓	
Understanding of and commitment to equality and diversity	✓	
Willingness to provide cover across different Council sites as required	✓	
Understanding of confidentiality and data protection		✓

Notes for Candidates

- This post requires flexibility to support events and public use of facilities.
- Training will be provided where required.
- The role involves both indoor and outdoor working in all weather conditions.