

## PERSON SPECIFICATION

**Post Title:** Facilities Assistant

**Department:** Facilities

**Responsible To:** Facilities Manager

Criteria	Essential	Desirable
<b>Qualifications &amp; Training:</b>		
Health & Safety awareness	✓	
COSHH awareness or willingness to be trained	✓	
Manual handling awareness or willingness to be trained	✓	
First Aid qualification		✓
Fire safety training		✓
<b>Experience:</b>		
Experience of cleaning public, commercial, or community spaces		✓
Experience of basic maintenance or caretaking duties		✓
Experience of grounds maintenance or outdoor work		✓
<b>Skills &amp; Knowledge:</b>		
Ability to carry out cleaning duties to a high standard	✓	
Ability to undertake minor repairs and maintenance tasks		✓
Ability to complete basic records and checklists	✓	
Good time management and organisational skills	✓	
Ability to follow written and verbal instructions	✓	
Basic understanding of building security procedures		✓
Ability to use basic tools and equipment safely	✓	
Basic IT skills (e.g. reporting issues by email)		✓
<b>Personal Attributes:</b>		
Reliable, punctual, and flexible	✓	
Trustworthy and responsible	✓	
Able to work alone or as part of a team	✓	
Practical, methodical, and safety-conscious	✓	
Approachable and courteous manner	✓	
Willingness to undertake training and development	✓	
<b>Customer Care &amp; Communication:</b>		
Ability to communicate politely with councillors, staff, and public	✓	
Ability to represent the Town Council professionally	✓	
Ability to deal calmly with members of the public	✓	

Experience providing customer-facing services		✓
<b>Health &amp; Safety</b>		
Experience of following Health & Safety procedures	✓	
Awareness of safeguarding	✓	
Willingness to comply with Council policies and procedures	✓	
<b>Other Requirements:</b>		
Willingness to work evenings and weekends	✓	
Ability to travel between Town Council sites (within Liskeard)	✓	
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.