

PERSON SPECIFICATION

Post Title: Facilities Assistant

Department: Facilities

Responsible To: Facilities Manager

Criteria	Essential	Desirable
Qualifications & Training:		
Health & Safety awareness	✓	
COSHH awareness or willingness to be trained	✓	
Manual handling awareness or willingness to be trained	✓	
First Aid qualification		✓
Fire safety training		✓
Experience:		
Experience of cleaning public, commercial, or community spaces		✓
Experience of basic maintenance or caretaking duties		✓
Experience of grounds maintenance or outdoor work		✓
Skills & Knowledge:		
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)		✓
Personal Attributes:		
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	✓	
Customer Care & Communication:		
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		✓
Health & Safety		
Experience of following Health & Safety procedures		✓
Awareness of safeguarding		✓
Willingness to comply with Council policies and procedures		✓
Other Requirements:		
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.