



Person Specification Facilities Assistant

Job title: Facilities Assistant **Ealing GLPC Grade:** Scale 3
School: **Post No:**
Line manager: Interim Head of Business Operations/Facilities Manager
Supervisory responsibility: Cleaners
Hours:

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Knowledge, Skills and Abilities

- a) To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- b) Ability to carry out repairs and security duties as identified in job description
- c) Understand the schools cleaning specification.
- d) Able to communicate effectively in working with other cleaners, giving feedback on their performance in a constructive way.
- e) Ability to ensure that all cleaning tasks are carried out with due regard to health and safety.
- f) Ability to handle and operate safely industrial cleaning equipment in the cleaning process. Training will be provided.
- g) Ability and willingness to carry out the various periodic cleaning processes e.g. vacuum cleaning, carpet cleaning, toilet cleaning, sweeping and polishing.
- h) Understand the appropriate use of different cleaning materials.
- i) Ability to access equipment safely.
- j) Ability to carry out instructions and work with the minimum of supervision and equally to work under pressure.
- k) Ability to work as part of a team, form good relationships with other colleagues.
- l) Ability to adhere to and implement the Council's Equal Opportunities Policy.
- m) Honest and trustworthy.
- n) Able to demonstrate a commitment to professional development through further training.
- o) Have a CRB check and clearance.

Prepared by: _____ **Date** / /
Agreed by: _____ **Date** / /
