

### Facilities Attendant - Person Specification

ATTRIBUTES	DETAILS	ESSENTIAL	DESIRABLE	HOW EVIDENCED
SKILLS, KNOWLEDGE AND APPTITUDE	• Good communication skills both written and verbal	✓		A / R / I
	• Ability to prioritise workload	✓		A / R / I
	• Accurate record keeping	✓		A / R / I
	• Basic knowledge of using a computer	✓		A / R / I
QUALIFICATIONS AND TRAINING	• Good standard of general education	✓		A / R / I
	• First Aid qualified		✓	A / R / I
EXPERIENCE	• Previous experience of working with young people	✓		A / R / I
	• Sound organisational skills	✓		A / R / I
	• Experience of working in an educational setting		✓	A / R / I
ADDITIONAL FACTORS	• Patience and understanding of issues related to young people	✓		A / R / I
	• Ability to communicate confidently	✓		A / R / I
	• Be able to handle problems positively and coolly	✓		A / R / I
	• Flexible approach to work	✓		A / R / I

**Key:**

**A = Application**

**R = Reference**

**I = Interview**