

Person Specification

Post: Facilities Assistant (Periodic) – Band 2

Attribute	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed e.g. application form, interview, test, in-tray exercise etc
Education / Qualifications	<ul style="list-style-type: none"> NVQ 2 or equivalent experience Full UK driving license 	<ul style="list-style-type: none"> Formal cleaning qualification / training 	<ul style="list-style-type: none"> Application Form Certificate(s) Interview
Experience	<ul style="list-style-type: none"> Experience of delivering cleaning services. Experience following COSHH and health and safety procedures Experience carrying out cleaning services in line with colour coding 	<ul style="list-style-type: none"> Experience of cleaning services in a healthcare environment Experience working to the NHS national cleaning standards Experience working in a mental-health NHS Trust Experience delivering portering/heavy-duty tasks 	<ul style="list-style-type: none"> Application Form Interview
Knowledge	<ul style="list-style-type: none"> Knowledge of cleaning methods Knowledge of the principles of cleaning services 	<ul style="list-style-type: none"> Knowledge of NHS national cleaning standards Knowledge of NPSA colour coding 	<ul style="list-style-type: none"> Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> Good liaison and verbal communication skills. Punctual and reliable time-keeper. Able to read health and safety documents, such as risk assessments Able to complete training both face-to-face and online either via a mobile phone or computer Able to follow cleaning schedules and instructions Able to work as part of a cleaning team in an environment Able to work alone as required 	<ul style="list-style-type: none"> Good written communication skills. Good IT skills 	<ul style="list-style-type: none"> Application Form Interview

Work Related Circumstances	<ul style="list-style-type: none"> • Post holder will work on a rota. • Duties can include morning and evening work. • Duties can include weekend work • Full valid UK driving license required to drive the Trust fleet vehicle as part of role • Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs • Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies • Appointments to regulated and controlled activities require an enhanced DBS disclosure. 		<ul style="list-style-type: none"> • Application Form • Interview
-----------------------------------	---	--	---

Drawn up by: Stephanie Rowe
Date: 04.08.23