

ROYAL HOLLOWAY  
University of London

**PERSON SPECIFICATION FORM**

**POST TITLE:** Residential Facilities Assistant  
**POST REFERENCE:** GB/001617/001004

Commercial Services - Residential

CRITERIA	ESSENTIAL	DESIRABLE	TESTED BY (App Form, Interview etc)
<b>Qualifications and Training</b>			
Basic level of education - reading/writing/maths	Y		Application Form
Educated to GCSE level or equivalent.	Y		Application Form
<b>Specific Skills, Experience and Knowledge</b>			
Experience in similar role/environment	Y		Application Form
Able to work as part of a team	Y		Application Form, Interview
Ability to carry out DIY tasks across trades	Y		Interview
Understanding of Health & Safety	Y		Application Form, Interview
Experience using computer tablets		Y	Interview
<b>Personal and Interpersonal Qualities</b>			
Good communicator for customer liaison	Y		Interview
Able to understand and follow instructions	Y		Interview
Able to take initiative	Y		Interview
<b>Capacity for Career Development</b>			
Willing to attend training events	Y		Interview
<b>Physical Requirements</b> (e.g ability to lift equipment)			
Able to lift equipment and materials (up to 65kg)	Y		Application Form, Interview
<b>Circumstances</b> (e.g unsocial hours, car driver essential)			
Able to work 5 out of 7 basis (inc some weekends)	Y		Interview
Able to work overtime occasionally	Y		Interview
Hold a valid UK driving licence		Y	Interview