## PERSON SPECIFICATION FORM

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

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