



## Person Specification - Facilities/Maintenance Officer

Knowledge, Skills and Behaviours	Essential	Desirable	How Identified?
<b>Knowledge</b>	Demonstrates equality awareness  An understanding of working with different organisations and the needs of different customers  Awareness of the need for confidentiality  Reasonable educational standard commensurate with post  Understanding of the Health & Safety issues involved  Experience as an office caretaker/cleaner	An understanding of the principles of Data Protection  Office experience  Qualifications in Maths & English  Health & Safety certificate issued by relevant body – COSHH/Manual Handling	Application and interview

Town Clerk: P.A. Rowe Newton Abbot Town Council, Newtons Place, 43 Wolborough Street, Newton Abbot, Devon, TQ12 1JQ

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<p><b>Skills</b></p>	<p>Excellent verbal communication and interpersonal skills</p> <p>Average standard of written communication</p> <p>Computer literate, with a reasonable working knowledge of basic ICT applications</p> <p>Competent level cleaning and DIY skills</p> <p>Understanding of security requirements</p> <p>Ability to deal with emergency situations in a calm and systematic manner</p> <p>Physically fit and possess the ability to move furniture and equipment</p>	<p>Some experience of dealing with the public</p> <p>Some experience of working within a local authority or community building</p>	<p>Application and interview</p>
<p><b>Behaviours</b></p>	<p>Team player having integrity, honesty and discretion</p> <p>Enthusiastic approach to work</p> <p>Flexibility</p> <p>Common sense and confidence to use own initiative</p>		<p>Application and interview</p>

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