

**PERSON SPECIFICATION and ASSESSMENT FORM**

<b>Candidate Name</b>		<b>Post Ref No</b>	
<b>Post Title</b>	Building Facilities Assistant	<b>JE Ref</b>	G801
<b>Service</b>	Economy and Resources	<b>Band</b>	3
<b>Base</b>	Dumfries and Galloway		

<b>References</b>	Name	Good	Fair	Poor
1				
2				

<b>Requirements</b> <i>Essential (E) or Desirable (D)</i>	E	D	<b>Requirements</b> <i>Essential (E) or Desirable (D)</i>	E	D
<b>1. Education and Training</b>	Score		<b>4. Knowledge</b>	Score	
Asbestos Awareness		D	Key elements of the health and safety management arrangements	E	
Health and Safety Risk Assessment		D	Importance to investigate accidents/incidents	E	
Manual Handling		D	Cleaning methods, materials and machinery	E	
Needlesticks and Sharps Awareness		D			
COSHH Awareness		D			
Working at Heights Awareness		D			
<b>2. Experience</b>	Score		<b>5. Personality Factors</b>	Score	
Basic handy work / DIY	E		Flexible to meet service needs	E	
Previous work in a similar environment	E		Polite and approachable	E	
Previous cleaning work	E		Reliable and responsible	E	
Dealing with security duties	E		Work both as part of a team and independently	E	
Health and Safety legislation in a working environment	E		Organised and methodical	E	
<b>3. Skills and Abilities</b>	Score		<b>6. Other Requirements</b>	Score	
Computer literate	E		Telephone contact to react to out of hours emergency calls	E	
Complete paperwork accurately and adhere to deadlines	E		Full Driving Licence	E	
Assess and communicate/respond to building users	E		Undertake programme of training relevant to job	E	
Work periodically in unpleasant conditions, both indoors and outdoors	E		PVG clearance	E	
Work with minimal supervision	E				
Work under pressure	E				

**Guidance Notes:**

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached

<b>Interviewer</b>	<b>Date</b>	<b>Candidate Total Score</b>
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