**National Army Museum**

Royal Hospital Road, Chelsea, London SW3 4HT

**Operations Division**

**Post: Facilities Assistant Post No’s: NAM 234**

**Person Specification**

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| **Criteria** | **Standard** | **E/D** | **Evidence** |
| Qualifications | Minimum education to GCSE level equivalent, including English and Maths | E | Application and Certificate |
| Previous experience | Experience of working within a facilities team including practical knowledge of building services and confident in the use of tools and equipment including mobile access equipment i.e. scissor lifts for which training will be given.  Demonstrable knowledge and practical application of current H&S practice including manual handling and following risk assessments and method statements.  Proven ability to work effectively as part of a team, supportive and able to positively contribute to a cohesive working environment.  Proven ability to work independently, remain self-motivated; carry out duties and follow procedures to the expected standards.  Experience of setting up and take down for events. | E  E  E  E  D | Application and interview |
| Attainments/skills/  competencies | Proactive approach to problem solving with a sound judgment and a sense of proportion.  Confident in the use of in Microsoft Office suite and in using databases.  Knowledge of Building Management systems.  Excellent interpersonal and communication skills.  Self motivated with a can-do attitude.  Familiarity with Apple MAC operating systems.  Manual handling training | E  D  D  E  E  D  D | Application and interview |
| Particular circumstances | Travel to NAM sites as required and may include some overnight stays. | E | Interview |
|  | Clean UK driving licence. | E |  |

**KEY: E = Essential D = Desirable**

[May 2023]