



West Northamptonshire Council

Person Specification – FM Assistant

A = Application form

T = Test

I = Interview

D = Documentary Evidence

P = Presentation

Knowledge and Qualifications	Essential or Desirable	Method of Assessment
Experience in maintenance	E	A D & I
Good general level of education	E	A D & I
First Aid trained	E	A D & I
Experience and trained in Manual Handling	E	A D & I
Fire Warden trained	E	A D & I
Experience and trained in Conflict Management	D	A D & I
Knowledge in COSHH (Control of Substances Hazardous to Health).	D	A & I
Evacuation Chair trained	D	A, D & I

Experience	Essential or Desirable	Method of Assessment
Experience of working within a Facilities / Building Management function.	E	A & I
Give examples of the sort of maintenance you have carried out such as the use of hand tools.	E	A & I
Experience in general DIY such as changing light bulbs.	E	A & I



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Skills and Abilities	Essential or Desirable	Method of Assessment
Demonstrate good customer skills	E	A, & I
Able to work on your own initiative with a responsible attitude	E	A, & I
Good presentation, written and verbal communication skills		
Remain calm under pressure in difficult circumstances or emergency situations.	E	A, & I
Experience of supervising other colleagues.	D	A & I

Other	Essential or Desirable	Method of Assessment
To have flexible working hours including training and sickness or holiday cover for colleagues.	E	A, & I
Have some knowledge of Health & Safety in the Workplace.	E	A, D & I
Have experience in security of buildings.	E	A, & I
Fully understand their role in the context of safeguarding children, young people and vulnerable adults.	E	A, & I
Ability to maintain effective relationships with contractors and client officers.	E	A, & I
Ability to prioritise workloads of self and others and to highlight potential issues.	E	A, & I
Ability to deal with problems in a calm and logical manner.	E	A, & I
Flexible in respect of managing people and service delivery	E	A, & I

Date: January 2022