

Person Specification

Post: Maintenance Porter
Band: B

Attributes	Essential	Desirable	Method of Assessment
Education / Qualifications	<ul style="list-style-type: none"> • Good level of basic education and work related CPD 	<ul style="list-style-type: none"> • Health & Safety/Maintenance related qualification • CIPS qualification 	<ul style="list-style-type: none"> • Application form • Interview
Knowledge	<ul style="list-style-type: none"> • Good knowledge of facilities/ Health & Safety/ maintenance requirements • Computer literacy 	<ul style="list-style-type: none"> • Evidence of continuing professional development (CPD) 	<ul style="list-style-type: none"> • Application form • Interview
Experience	<ul style="list-style-type: none"> • Experience of working within a maintenance/facilities department. • Experience of painting, decorating, and general maintenance duties • Customer Service 	<ul style="list-style-type: none"> • Experience of working within a hospital environment 	<ul style="list-style-type: none"> • Application form • Interview
Skills and Abilities	<ul style="list-style-type: none"> • Effective time management • Ability to work under pressure • Ability to work effectively in a team • Ability to use own initiative • Problem solving • Motivated • Attention to detail • Effective communication • Resource management • Ability to adapt and cope with change • Show enthusiasm for achieving results 	<ul style="list-style-type: none"> • Demonstrates a positive “can do” approach to change • Joinery skills 	<ul style="list-style-type: none"> • Application form • Interview
Work related Circumstances	<ul style="list-style-type: none"> • Flexible and adaptable • Occupational Health clearance 	<ul style="list-style-type: none"> • Mental effort: to exert frequent concentration where the work pattern is unpredictable 	<ul style="list-style-type: none"> • Occupational Health Assessment