



Person Specification – Facilities Administration Assistant

	Essential	Desirable
Qualifications		
A to C in English & Maths at GCSE level or equivalent	Yes	
Level 2 Business Administration or equivalent		Yes
Level 3 or A Level or equivalent		Yes
Knowledge, Skills & Experience		
Excellent written and oral communication skills	Yes	
General administration and presentation skills	Yes	
Good working knowledge of Microsoft systems – particularly Outlook, Word and Excel	Yes	
Experience of booking software		Yes
Excellent people skills – creating strong relationships with a wide variety of groups and individuals	Yes	
An ability to be calm under pressure and communicates effectively with all users of the building	Yes	
An ability to deal with tasks in an organised way – and as swiftly and effectively as possible	Yes	
An ability to work on your own initiative and be self-motivated	Yes	
A thorough approach to work – and a keen eye for detail	Yes	
Working knowledge and understanding of Health & Safety compliance requirements; and of producing risk assessments for day to day tasks	Yes	
Working in an office environment	Yes	