

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Facilities Assistant

Post No's: NAM 234

Person Specification

Criteria	Standard	E/D	Evidence
Qualifications	Minimum education to GCSE level equivalent, including English and Maths	E	Application and Certificate
Previous experience	Practical experience of building services. Confident in the use of hand tools and equipment.	E	Application and interview
	Demonstrable knowledge and practical application of current H&S practice including following risk assessments and method statements.	E	
	Proven ability to work effectively as part of a team, supportive and able to positively contribute to a cohesive working environment.	E	
	Proven ability to work independently, remain self-motivated; carry out duties and follow procedures to the expected standards.	E	
	Experience of working within a facilities team.	D	
	Experience of setting up and take down for events.	D	
	ICT skills in Microsoft Word, Excel, Outlook, and in using databases.	D	
Attainments/skills/competencies	Proactive approach to problem solving with a sound judgment and a sense of proportion.	E	Application and interview

	<p>Knowledge of Building Management systems.</p> <p>Excellent interpersonal and communication skills.</p> <p>Self motivated with a can-do attitude.</p> <p>Familiarity with Apple MAC operating systems.</p> <p>Manual handling training</p>	<p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>	
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 2022]