

## National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

### Operations Division

**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	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.	E	Application and interview
	Demonstrable knowledge and practical application of current H&S practice including manual handling and 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 setting up and take down for events.	D	
Attainments/skills/competencies	Proactive approach to problem solving with a sound judgment and a sense of proportion.	E	Application and interview

	Confident in the use of in Microsoft Office suite and in using databases.	D	
	Knowledge of Building Management systems.	D	
	Excellent interpersonal and communication skills.	E	
	Self motivated with a can-do attitude.	E	
	Familiarity with Apple MAC operating systems.	D	
	Manual handling training	D	
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]