

**PERSON SPECIFICATION
Facilities Porter (College)
Vacancy Ref: M167**

| Criteria | Essential/ Desirable | Application Form / Supporting Statements/ Interview * |
|--|---------------------------------|--|
| Be knowledgeable and experienced in general security roles, patrols and types of incidents and have the ability to carry out the tasks in the job description. | Essential | Supporting Statement Interview |
| Educated to GCSE level in English and Maths or equivalent. | Essential | Application Form |
| Previous experience of working with the public in a busy service environment, especially with young adults or in a similar role in a customer focussed environment | Essential | Supporting Statement Interview |
| Confidence in dealing with enquiries. A positive approach to customer needs. | Essential | Interview Supporting Statement. |
| Experience of and/or appreciation of a multi-cultural environment | Essential | Interview |
| Effective written and verbal communication skills | Essential | Application Form/Interview |
| Working Knowledge of Health & Safety issues and action to be taken | Essential | Supporting Statement |
| Hold a valid driving licence | Essential | Supporting Statement |
| Basic computer literacy and skills | Essential | Application form |
| The ability to prioritise workloads | Essential | Interview |
| An effective team member with a flexible approach to work and colleagues and experience of working as part of a team in a security or related environment. | Essential | Supporting Statement |
| The ability to maintain accurate written records which are | Essential | Interview |

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| structured, clear and concise | | |
| Must have fitness level to meet demands of the role. | Essential | Application form Interview |
| First Aid at Work qualified or willing to undertake training | Desirable | Application form |
| IOSH Working Safely Qualification or similar | Desirable | Application form |
| Fire Safety training/competency | Desirable | Interview |
| Posses a valid SIA Door Supervisor or Guarding licence or willing to undertake training | Desirable | Application form |
| Posses a valid SIA CCTV licence or willing to undertake training | Desirable | Application form |
| Basic knowledge of criminal and civil law and powers | Desirable | Interview |

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the short listing process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the short listing process.
- **Interview** – assessed during the interview process by competency based interview questions, tests, presentation etc.