

GREENWICH DIRECT APPRENTICESHIP PERSON SPECIFICATION

JOB TITLE	GDA Apprentice Facilities Support Officer
DEPARTMENT	Directorate Place and Growth
DIVISION	Capital Delivery and Investment
SECTION	Facilities Support Team
SALARY	£28,221 including LW (equivalent to SCP 2)
REPORTS TO	Facilities Support Manager

The person specification is an overview of the skills, knowledge and experience required to carry out the job. It will be used to draw up the short-listing and interview process for this post. You should demonstrate on your **application form** how you meet each of the following essential criteria. **Please ensure that you address each of the criteria as this will be used to assess your suitability for the post.**

Shortlisting Criteria: Essential (E) criteria assessed via application should be used to shortlist. Desirable (D) criteria will be assessed at Interview/test stage.

Criteria	E/D
Knowledge	
1) Able to meet the entry requirements of the Apprenticeship programme and to attend and undertake the studying and coursework required to complete the course, incl. minimum numeracy and literacy standards.	E
2) Basic knowledge of Office 365	E
3) Basic understanding and/or interest in the built environment or Facilities Management	D
Skills and Abilities	
4) Commitment to completing apprenticeship qualification (and other relevant training) and able to attend work and college at the required times	E
5) Willingness to learn and follow instruction	E
6) Able to work flexibly as part of a team	E
7) Ability to communicate information clearly and concisely both verbal and written, with good attention to detail	D
Experience	
8) Proven basic IT skills and ability to learn new systems	D
Equal Opportunities	
9) Understanding of and commitment to the Council's equal opportunities policies and staff values and ability to put into practice in the context of this post	E
10) Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E