



St Michael le Belfrey Church
Person Specification

Job Title	Facilities Assistant
Qualifications	<ul style="list-style-type: none"> ● GCSEs or equivalent in Maths
Competencies	<ul style="list-style-type: none"> ● DIY or basic construction skills ● Able to work alone and use initiative to complete tasks ● Able to follow processes and procedures well ● Able to competently answer initial enquiries about buildings and facilities ● Flexible: able to adapt to changing circumstances and change plans accordingly ● Problem-solving ● Attention to detail ● Appreciation of risk management
Experience & Knowledge	<ul style="list-style-type: none"> ● Experience of problem solving and decision-making ● Experience of working in facilities management roles or environments ● Experience of working within a team on a project ● Experience of following and implementing health and safety procedures ● Knowledge and understanding of fire safety and policies
Personal Qualities	<ul style="list-style-type: none"> ● A follower of Jesus with a maturing Spirit-filled faith, able and willing to pray individually and with others ● A teachable person displaying the fruit of the Spirit ● Honours, lives and encourages the vision and values of The Belfrey ● Integrity ● Trustworthiness ● Warm and professional manner, able to work well with anyone ● Flexible; able and willing to adapt to changing circumstances ● Keen to learn and develop ● Enthusiastic to play a role in enabling and supporting the church's ministry and the growing vision of the Facilities team ● Warm and professional manner, able to work well with anyone

There is a Genuine Occupational Requirement for the post-holder to be a follower of Jesus, and a committed worshipping member of The Belfrey. The postholder must have the right to work in the UK.