

# Post Specification

## Post Specification - Key Information

- **Post Title: Building Assistant**
- **Date: August 2025**
- **Post Group Number: 6559**
- **Job Family: Operations**
- **Job Family Role Profile: OP5**
- **Final Grade: 7**

To be read in conjunction with the job family role profile.

## Service Area Description

Providing day to day management of building related support linked to Westmorland and Furness Council Corporate buildings.

## Purpose of this Post

Improve the outcomes for the people of Cumbria by undertaking portering and janitorial duties as part of the Facilities Management team.

## Key Job Specific Accountabilities

- Provide portering and janitorial support and general assistance to building users and visitors.
- Maintain a clean environment for all staff areas (toilets, kitchens, breakout areas, car parks and bin storage areas, etc.) as and when required to ensure the minimum standard of cleanliness is continued at all times.
- Support the Facilities Lead to ensure that the facilities provided are fit for purpose and meet statutory compliance.
- Encourage and champion not only their own Health and Safety but actively encourage others within the work environment
- Provide security support to the building (training will be provided as necessary).

*Please note: Annual targets will be discussed during the appraisal process.*

## Key Facts and Figures of the Post

- **Budget Responsibilities:** None
- **Staff Management Responsibilities:** None
- **Other:** None

## Essential Criteria

- **Qualifications:**

- NVQ2 or equivalent experience.
- **Knowledge:**
- Working knowledge of manual handling, Health & Safety, and hygiene regulations.
- **Experience:**
- Extended experience of portering/janitorial/caretaking role.
- Experience of dealing with difficult people.
- **Expertise:**
- Computer literate.
- Ability to drive/travel.

### Disclosure and Barring Service (DBS) Checks

- This post does not require a DBS check.

### Job Working Circumstances

- **Emotional Demands:** No additional demand.
- **Physical Demands:** Ongoing requirement for lifting/carrying (e.g., moving furniture and equipment, and janitorial duties).
- **Working Conditions:** Considerable exposure to disagreeable, unpleasant substances and/or working environment.