



FACILITIES WORKER POST – Person Specification

Experience	Essential	Desirable
Experience of providing effective administrative assistance.	√	
Experience of providing effective janitorial assistance.		√
Respond effectively and competently to telephone, e-mail and personal enquiries.	√	
Skills & Knowledge	Essential	Desirable
Ability to competently manage workload and respond effectively to changing requirements and deadlines.	√	
Knowledge and experience of word processing, e-mail and use of internet.	√	
Knowledge and experience of database and spreadsheets.		√
Attitudes & Values	Essential	Desirable
Collaborative in approach and outlook with colleagues and other building users.	√	
Good interpersonal and communication skills (both oral and written).	√	
Sympathy with the aims and values of Govan & Linthouse Parish Church (GLPC).	√	

Closing Date:

Applications must be received prior to 12 NOON on FRIDAY 28th JULY 2023.

Interviews:

Interviews for successful candidates will be held in Govan & Linthouse Parish Church (GLPC), 796 Govan Road, Glasgow G51 2YL on WEDNESDAY 9th AUGUST 2023 at a time specified.

Note:

This document does not form part of your contract of employment.

Govan & Linthouse Parish Church (GLPC) is a constituent part of The Church of Scotland

796 Govan Road, Glasgow G51 2YL

Registered Scottish Charity No. SC004153

DTG/FW/Jun23

