

**Lettings Assistant**  
**Aureus School - Person Specification**

<b>Job Title: Lettings Assistant</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Good general education, grade 'C' at GCSE (or equivalent) in English & Maths		√
Recognised training/qualifications/experience associated with premises management		√
Health and Safety qualification		√
<b>Knowledge and Skills</b>		
Good oral and written communication skills	√	
Ability to gather information, problem solve and use own initiative	√	
Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests	√	
Ability or experience of basic site maintenance	√	
<b>Personal Attributes</b>		
Flexibility to respond to changing needs of community lettings within school	√	
Clear understanding of zero hour contract	√	
Enthusiastic and self-motivated team player	√	
Ability to work on own initiative	√	
Adaptable and supportive of colleagues	√	
Have a positive can do attitude, energy and commitment	√	
Passionate and committed to the development of students	√	
Good time management	√	
Holder of Full UK Driving Licence		√
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Safeguarding and Child Protection Policy and the Staff Code of Conduct	√	
<b>Safeguarding</b>		
GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.		