**Person Specification – Community Lettings Assistant**

**Method of Assessment\*I - Interview, T - Task/Presentation, A - Application Form, E - Evidence**

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| **Education and Professional Qualifications** | **Essential/**  **Desirable** | **Method of Assessment** |
| Strong academic record, including English and Maths GCSE at Grade C or equivalent | E | A |

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| **Experience and Skills** | **Essential/**  **Desirable** | **Method of Assessment** |
| Experience of working in a similar role | **D** | **A, I** |
| Experience of working in the sports and health sector | **D** | **A, I** |
| Good level of ICT skills | **E** | **A,I** |
| Ability to manage time effectively | **E** | **A, I** |
| Good verbal and written communication skills | **E** | **A, I E** |

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| **Knowledge** | **Essential/ Desirable** | **Method of Assessment** |
| Relevant knowledge of first aid and health and safety procedures | **E** | **A, I** |
| Knowledge of the sports and leisure industry | **E** | **A, I,** |

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| **Personal Attributes/Qualities** | **Essential/ Desirable** | **Method of Assessment** |
| Ability to be flexible and committed to working evenings and weekends | **E** | **A, I, E** |
| Ability to travel to other sites | **D** | **A, I** |
| Resilience, tact and diplomacy, even when under pressure | **E** | **A, I, E** |
| Punctual, reliable and trustworthy | **E** | **A,I** |
| Be personable and set a good example to colleagues and pupils | **E** | **A, I** |