

**Person Specification: Lettings Assistant**

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| ESSENTIAL | | | DESIRABLE | |
|  | **Criteria No.** | ATTRIBUTE | Criteria **No.** | ATTRIBUTE |
| **Catholic**  **Ethos** | E1 | To ensure that the work fully supports the school’s distinctive ethos and mission. |  |  |
| **Qualifications & Education** | E2  E3  E4  E5  E6  E7 | Good literacy and numeracy skills (Level 2)  Basic ICT skills  Good Communication skills (both orally and in writing)  Attendance at/willingness to attend relevant courses if required  First Aid at Work qualification (willingness to undertake training within 3 months)  Safeguarding and prevent training in line with the Trust’s procedures Level 1 (to be achieved within 6 weeks) | D1 | Full clean driving licence |
| **Experience &**  **Knowledge** | E8  E9 | Experience of customer service  Good understanding of health and safety procedures in the workplace | D2  D3  D4  D5 | Recent and relevant experience of working in an educational setting  Experience of taking responsibility for security of a building and site  Experience of key holder responsibility  Experience of setting up and setting down equipment / venues for activities and events |
| **Skills** | E10  E11  E12  E13  E14  E15 | Ability to follow and comply with instructions on equipment and/or materials usage  Ability to use general cleaning equipment  Willingness to work as part of a team and be effective  Ability to work to deadlines and manage own work effectively, using initiative  Anticipate and reduce risk where possible | D6  D7 | Knowledge of personal safety and security  Ability to carry out health and safety checks and maintain relevant records in accordance with relevant Health and Safety Regulations e.g. legionella, fire alarm |
| **Personal**  **Attributes** | E16  E17  E18  E19  E20  E21  E22  E23 | Excellent communication and interpersonal skills  Reliable and trustworthy  Excellent timekeeper  Hard-working with a good attitude to work  Flexible approach to work  Presentable appearance  Willingness to undertake relevant instruction and training.  Sense of humour  Patient and calm under pressure  Take pride in a job well done |  |  |
| **Special Requirements** | E24  E25  E26  E27 | Willing to work outside of normal hours if required (overtime is payable)  Suitability to work with children and young people  Ability to deal with challenging situations in a calm and controlled manner  Ability to carry out physical work as and when required | D8 | Capacity for independent travel in line with the duties and requirements of the post |
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