

**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**  | E2E3E4E5E6E7 | Good literacy and numeracy skills (Level 2)Basic ICT skillsGood Communication skills (both orally and in writing) Attendance at/willingness to attend relevant courses if requiredFirst 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** | E8E9 | Experience of customer serviceGood understanding of health and safety procedures in the workplace | D2D3D4D5 | Recent and relevant experience of working in an educational settingExperience of taking responsibility for security of a building and siteExperience of key holder responsibilityExperience of setting up and setting down equipment / venues for activities and events |
| **Skills** | E10E11E12E13E14E15 | 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  | D6D7 | 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** | E16E17E18E19E20E21E22E23 | Excellent communication and interpersonal skillsReliable and trustworthyExcellent timekeeperHard-working with a good attitude to workFlexible approach to workPresentable appearanceWillingness to undertake relevant instruction and training.Sense of humourPatient and calm under pressureTake pride in a job well done |  |  |
| **Special Requirements** | E24E25E26E27 | Willing to work outside of normal hours if required (overtime is payable)Suitability to work with children and young peopleAbility to deal with challenging situations in a calm and controlled mannerAbility 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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