

Trust Central Team – Lettings & Community Agent Person Specification

Qualifications & Professional Development			
	Essential/ Desirable	Application	Interview
Good standard of education (GCSE or equivalent in English and Maths)	E	✓	
Willingness to undertake relevant training (e.g. health & safety, safeguarding, COSHH)	E	✓	
Relevant qualifications in facilities management, maintenance, or health & safety	D	✓	
Experience	Essential/ Desirable	Application	Interview
Experience of working in a caretaking, facilities, site or similar environment	E	✓	✓
Experience of carrying out basic maintenance, portage, or manual handling tasks	E	✓	✓
Experience of working in line with health & safety procedures	E	✓	✓
Experience of working independently and taking responsibility for premises (e.g. opening/closing, key holding)	D	✓	✓
Experience of working within education, public sector or community settings	D	✓	
Experience supporting lettings, events, or community use of buildings	D	✓	
Knowledge & Skills	Essential/ Desirable	Application	Interview
Knowledge of health & safety practices, including hazard identification and reporting	D	✓	✓
Ability to carry out basic site checks and identify maintenance issues	E	✓	✓
Ability to respond appropriately to emergencies and take remedial action	E	✓	✓
Good organisational skills and ability to prioritise workload	E	✓	✓
Ability to follow policies and procedures (including safeguarding, GDPR, security)	E	✓	✓
Effective communication skills with staff, contractors, and external users	E	✓	✓
Ability to work independently and use initiative	E	✓	✓
Basic DIY/maintenance skills	D	✓	
Knowledge of security procedures and site safety systems	D	✓	
Personal Qualities			

- Reliable, punctual, and trustworthy (able to act as a key holder)
- Flexible and willing to work evenings, weekends, and across sites
- Physically able to undertake manual duties (lifting, bending, moving equipment)
- Proactive and solution-focused approach
- Strong sense of responsibility for safety and security
- Commitment to safeguarding and promoting the welfare of children and young people
- Team player with a willingness to support colleagues

Other Requirements

- Willingness to work across different Trust sites as required
- Commitment to maintaining confidentiality at all times
- Willingness to undertake training and professional development
- Enhanced DBS check (with barred list)
- Full, clean driving licence and access to transport