

Person Specification

Site and Lettings Assistant

	Ess	Des	MOA*
Education, Training and Experience			
Experience of caretaking and/or buildings maintenance and security	✓		A/I
Ability to undertake DIY tasks	✓		A/I
Good knowledge of security, heating plant and other building systems		✓	A/I
Good understanding of health and safety	✓		A/I
Personal Effectiveness and Self-Development			
Seizes opportunities and takes the initiative to move things along in a positive way		✓	I
Is adaptable, receptive to new ideas and willing to adjust to new demands and circumstances	✓		I
Understands and follows the schools policies on health and safety and risk management		✓	A/I
Interpersonal Skills			
Co-operates and works well with others in pursuit of team goals, sharing information and supporting others	✓		A/I/R
Communicates orally in a clear, fluent, concise and appropriate way both face to face and via the telephone	✓		A/I
Excellent time management and organisational skills	✓		A/I/R
Analysis and Judgement			
Aware of information sources and how to get information needed	✓		I
Adopts a flexible and creative approach, redefining problems in light of information gathered or changes in context	✓		A/I/R
Customer Awareness			
Ensures work is carried out to customer service standards	✓		I
Provides services which have been designed to meet customer needs and expectations and which conform to the highest professional standards	✓		I

***Method of Assessment**

Key: A= Application; I=Interview and Assessment; R=Reference; C=Certificate