

THE CHERWELL SCHOOL
Kindness, Opportunity, Responsibility, Excellence

Casual Lettings Assistant
Person Specification

	Essential	Desirable
Qualifications/ Training and Experience	- Completed secondary level education (minimum GCSE or equivalent) - Awareness of basic Health & Safety	- Previous experience of working in a premises role in a school or public building - First Aid certificate or willingness to obtain if necessary - Food Hygiene Course or willingness to obtain if necessary
Knowledge/Skills	- Ability to work as part of team, and also alone / without supervision - Good communication and ability to portray a positive image of the school	- Ability to work in an organised manner and use initiative - Interest in sports/leisure
Personal Characteristics	- Good timekeeper, organised, motivated and hardworking with a sense of humour - Reliable and trustworthy - Willingness to learn and a flexibility of approach to problems	- Mature attitude which inspires confidence in those you have contact with - Flexible attitude to working hours e.g. ability to cover other shifts on occasions when colleagues are absent
Safeguarding and Wellbeing	- A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines - A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community - To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community	- Desire to take on further/ advanced Safeguarding training and responsibilities - Evidence of CPD undertaken in this area