

Lettings Assistant Person Specification

This person specification shows the abilities, skills and qualifications you will need to carry out the duties associated with the role. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked to undertake practical tests to cover the skills and abilities listed below. You may also be asked to produce original copies of qualification certificates.

Qualifications

- Good general education including 5+ A*-C grades at GCSE including English Language and Maths
- Moving & Handling Training (desirable – training given)

Abilities, Experience and Knowledge

- Confidence to work and communicate with a wide range of people, building positive relationships.
- Ability to work effectively as part of a team.
- Ability to work without direct supervision, following lone working guidelines where necessary.
- Previous experience of working in a customer facing environment (desirable).
- Good organisational and prioritising skills.
- Ability to stay calm under pressure.
- Ability to be flexible.

Personal Qualities

- Good level of fitness.
- Excellent interpersonal skills and ability to communicate efficiently.
- Enthusiastic, hard-working, flexible, patient, positive and resilient.
- A desire to complete tasks well and to a high standard.
- A willingness to seek specialist advice and awareness of where to seek it
- Ability to adhere to the school's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Show respect, promote and demonstrate the school's CHARACTER values