



## PERSON SPECIFICATION

### Site Lettings Assistant

#### Qualifications, training and education

- Desirable: First Aid qualification.

#### Skills and abilities

##### Communication

- Communication and interpersonal skills suitable for working with lettings users, colleagues, students, parents/carers and external agencies.
- Experience in a customer-facing role.
- Ability to maintain confidentiality at all times.

#### Organisation and planning

- Demonstrable experience of working in a similar environment.
- Ability to prioritise tasks so that lettings areas remain safe, orderly and ready for use.
- Ability to take initiative and work independently.
- Ability to work within a team environment.
- Proactive and flexible approach to work, including casual hours as required during evenings, weekends and school holidays.

#### Technical skills

- Knowledge of Health and Safety.
- Knowledge and experience of building maintenance.
- Practical maintenance skills relevant to maintaining safe and inviting premises for lettings customers.
- Ability to identify and report defects or damage to support the safe use of school premises.



## PERSON SPECIFICATION

### Personal qualities

- Reliable and trustworthy.
- Sense of responsibility and ownership.
- Commitment to self-development and willingness to learn and develop personal skills.
- Willingness to undertake training to enhance knowledge and skills.

### Requirements specific to the role

- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- To ensure awareness of local safeguarding policies and procedures and to report any concerns or information received as required.
- Suitability to work with children.
- Satisfactory enhanced Disclosure and Barring Service check.
- Ability to work across different sites across the Trust as required.
- Traceability note: Legacy PS-derived PS.