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**PERSON SPECIFICATION**

**Lettings Caretaker (Evenings)**

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| **Experience/Knowledge** | * Working experience of health and safety legislation including COSHH and risk assessment (training will be provided) * Experience of keeping work records * Experience of working in a school environment, desirable but not essential * Awareness of child protection and safeguarding policies * Experience of lone working, desirable but not essential |
| **Skills** | * Ability to act on own initiative, dealing with any unexpected problems that arise * Ability to demonstrate good interpersonal skills to communicate with a range of people and students * Have excellent customer service skills * Effective communication skills both verbal and written * The ability to work alone or as part of a team * Good level of fitness to move and handle equipment |
| **Personal Qualities** | * A person who is quick to learn with an enthusiastic and positive attitude * Ability to work effectively under pressure * Willingness to work flexibly with colleagues * Passionate about delivering excellent customer service * Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge * Willingness to be first aid trained * Demonstrate a willingness to participate in further training and developmental opportunities offered by the school, to further knowledge |

May 2023