****

**PERSON SPECIFICATION**

**Lettings Caretaker (Evenings)**

|  |  |
| --- | --- |
| **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