



# PERSON SPECIFICATION

## Lettings Supervisor

Essential	Desirable
<ul style="list-style-type: none"> <li>• High expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on a school site</li> </ul>
<ul style="list-style-type: none"> <li>• Trust worthy</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid trained</li> </ul>
<ul style="list-style-type: none"> <li>• Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being a fire marshall</li> </ul>
<ul style="list-style-type: none"> <li>• Good time management skills</li> </ul>	
<ul style="list-style-type: none"> <li>• Understands confidentiality and safeguarding procedures</li> </ul>	
<ul style="list-style-type: none"> <li>• Highly organised</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to manage and prioritise own workload</li> </ul>	
<ul style="list-style-type: none"> <li>• A positive approach to everything they do</li> </ul>	
<ul style="list-style-type: none"> <li>• Have a flexible approach to work</li> </ul>	
<ul style="list-style-type: none"> <li>• Self-motivated</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to think ahead for upcoming events</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work independently, but also as part of a team</li> </ul>	
<ul style="list-style-type: none"> <li>• A good sense of humour</li> </ul>	
<ul style="list-style-type: none"> <li>• To be physically fit</li> </ul>	