



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Lettings Supervisor Person Specification

| Personal Attributes required | Essential (E) or Desirable (D) |
|--|--------------------------------|
| Education/Qualifications | |
| Numeracy, literacy and ICT skills equivalent to Level 4 or above | D |
| Relevant professional training or development | D |
| First Aid Training or willingness to undertake | D |
| Experience | |
| Working in an environment where children/young people are present | D |
| Collaborative and supportive work with colleagues within an organisation | E |
| Dealing with members of the public | E |
| Caretaking/site/security experience | D |
| Skills and Knowledge | |
| Understanding of relevant policies/code of practice and awareness of relevant legislation relating to the role | D |
| Ability to relate well to young people and adults | E |
| Good oral and written communication skills | E |
| Awareness and understanding of basic safety and security measures | E |
| Personal Qualities | |
| A commitment to safeguarding all students, young people and staff at the school | E |
| Work constructively as part of a team | E |
| Willing to work within organisational procedures, processes and to meet required standards of the role | E |
| Be resilient and demonstrates ability to work well under pressure | E |
| Able to adopt a flexible working practice | E |
| To use initiative and be proactive | E |
| Excellent record of attendance and punctuality | E |
| Equal Opportunities | |
| Commitment to the school's equal opportunities and Child Protection Policy | E |