



## Person Specification

**Job Title:** Lettings Officer (Maternity Cover)

Qualifications	Essential	Desirable
1. Five GCSE's (or equivalent) at Grade A* to C or equivalent (Level 2 standard), including English and Maths	✓	
<b>Knowledge</b>		
2. Knowledge of sports requirements and facilities		✓
<b>Experience</b>		
3. Experience within a busy office environment and customer related role		✓
4. Experience of working within a school environment		✓
5. Practical experience of using word processing, email, excel and other IT applications	✓	
<b>Skills</b>		
6. Competent using ICT, including data inputting skills	✓	
7. Ability to communicate with children and adults at all levels, both verbally and in writing	✓	
8. Maintain accuracy at all times	✓	
9. Ability to prioritise workload whilst working under pressure	✓	
10. Demonstrate flexibility and adaptability		✓
11. Ability to work on own initiative and as part of a team	✓	
12. Ability to remain calm and courteous	✓	
13. Ability to remain professional at all times	✓	
14. Ability to maintain confidentiality at all times	✓	
15. Good organisational skills	✓	
16. Pro-active in developing new, more efficient ways of working		✓