

THE CHERWELL SCHOOL

Kindness, Opportunity, Responsibility, Excellence

Casual Lettings Assistant

Person Specification

	Essential	Desirable
Qualifications/ Training and Experience	<ul style="list-style-type: none">• Completed secondary level education (minimum GCSE or equivalent)• Awareness of basic Health & Safety	<ul style="list-style-type: none">• Previous experience of working in a premises role in a school or public building• First Aid certificate or willingness to obtain if necessary• Food Hygiene Course or willingness to obtain if necessary
Knowledge/Skills	<ul style="list-style-type: none">• Ability to work as part of team, and also alone / without supervision• Good communication and ability to portray a positive image of the school	<ul style="list-style-type: none">• Ability to work in an organised manner and use initiative• Interest in sports/leisure
Personal Characteristics	<ul style="list-style-type: none">• Good timekeeper, organised, motivated and hardworking with a sense of humour• Reliable and trustworthy• Willingness to learn and a flexibility of approach to problems	<ul style="list-style-type: none">• Mature attitude which inspires confidence in those you have contact with• Flexible attitude to working hours e.g. ability to cover other shifts on occasions when colleagues are absent
Safeguarding and Wellbeing	<ul style="list-style-type: none">• A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines• A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community• To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community	<ul style="list-style-type: none">• Desire to take on further/ advanced Safeguarding training and responsibilities• Evidence of CPD undertaken in this area