



PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Lettings Officer

GRADE: 3

JOB REF: AAAE5002A

| CRITERIA | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Qualifications | | Trade, such as joinery, plumbing etc. Evidence of Continuing Professional Development First Aid Qualification | Certificates |
| Experience | Experience of a similar type of role | Experience of working in an educational background | Application form, interview |
| Knowledge & Skills | Good communications skills Co-operative with ability to work as a team member or alone as required Good planning and organisational skills Calm and confident manner Customer focused and committed to delivering an excellent service | | Application form and interview |
| Other requirements | Personable/well presented Reliability and punctuality Flexible approach to working patterns Accuracy and attention to detail Common sense and initiative Ability to judge when decision making needs to be taken to another responsible person | | Interview |

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