

Arden Academy
Person Specification – Trust Lettings Officer



	Essential	Desirable	Methods of Assessment
Qualifications	<p>Good levels of competency in literacy & numeracy</p> <p>A minimum of 5 GCSE's (or equivalent) to include English & Maths at Grade C</p>	Level 3 qualifications	Application Qualifications
Experience	Experience of managing or leading a team	Experience of working in a learning environment such as a learning centre or school/college	Application References Interview
Knowledge	<p>Knowledge of Microsoft packages including Outlook, Word and Excel</p> <p>Knowledge of Child protection and Safeguarding procedures</p>	Knowledge of Health & Safety regulations	Application References Interview
Skills	<p>Excellent customer service skills</p> <p>Accurate and fluent written communication skills</p> <p>Ability to orally communicate effectively with a range of stakeholders</p> <p>Ability to undertake all the physical aspects of the post</p>		Application References Interview
Other	<p>Ability to drive and travel between sites within the trust</p> <p>A willingness to be flexible around the hours required for the role and to work additional hours if required</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Self-motivated and able to work constructively as part of a team</p> <p>Ability to work to deadlines</p>	Willingness to undertake a First Aid qualification	Interview