Lettings Manager

Person Specification

* Understanding of and commitment to the ethos and values of the school
* A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour
* Good standard of education
* Inter-personal skills e.g. diplomacy, confidentiality, sensitivity to the needs of others
* Respect for the highest levels of confidentiality
* Good communication skills – both orally and written
* High levels of organisation and efficiency. To be able to work on own initiative and prioritise work
* Team skills e.g. willingness to work with others, provide support and learn from colleagues
* Ability to work under pressure, to meet deadlines and respond to constant changes
* A good level of ICT skills with sound knowledge of Word, e-mail and use of internet
* The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment