



## 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: Caretaker/Lettings Officer**

**GRADE: 3**

**JOB REF: AAAE5002A**

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

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