



The Trustees of The Chelmsford Learning partnership are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This position is subject to an enhanced DBS disclosure, satisfactory references and relevant documentation.

### Lettings Supervisor - Person Specification

<b>Personal Attributes required</b>	<b><u>Essential (E) or Desirable (D)</u></b>
<b>Education/Qualifications</b>	
Numeracy, literacy and ICT skills equivalent to Level 3 or above.	D
Relevant professional training or development.	D
First Aid Training or willingness to undertake	D
<b>Experience</b>	
Working in an environment where children/ young people are present	D
Collaborative and supportive work with colleagues within an organisation	E
Dealing with members of the public	E
Caretaking/site/security experience	D
<b>Skills and Knowledge</b>	
Understanding of relevant policies/code of practice and awareness of relevant legislation relating to the role.	D
Ability to relate well to young people and adults.	E
Good oral and written communication skills.	E
<b>Personal Qualities</b>	
A commitment to safeguarding all students and staff at the school.	E
Work constructively as part of a team.	E
Willing to work within organisational procedures, processes and to meet required standards for the role.	E
Be resilient and demonstrates ability to work well under pressure.	E
Able to adopt a flexible working practice.	E
To use initiative and be proactive	E
Excellent record of attendance and punctuality.	E
<b>Equal Opportunities</b>	
Commitment to the trust's equal opportunities policy and Child protection policy.	E