



ST MARY'S CATHOLIC HIGH SCHOOL

PERSON SPECIFICATION FORM		
Job Title: Lettings Officer	Grade: FLW	
Establishment/Team: St Mary's Catholic High School / Premises		
Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be Identified By
Qualifications		
GCSE's grade A*-C (inc English & Maths) or equivalent	E	AF/C/I
Emergency First Aid or prepared to obtain it	D	AF/C/I
Knowledge/skills/abilities		
Customer Services experience	D	AF/I/R/T
Understanding of team sports and equipment	E	AF/I/R
Ability to use intruder alarm system	E	AF/I/R/C/T
Ability to secure premises	E	AF/I/R/T
Ability to deal with conflict	E	AF/I/R/T
Understanding of how to clean	E	AF/I/R/T
Previous cleaning experience	D	AF/I/R
Understanding of Health & Safety	E	AF/I/R
Understanding of CoSHH	D	AF/I/R
Excellent communication and interpersonal skills, written and oral	E	AF/I/R
Ability to work as part of a team.	E	AF/I/R
Other		
Professional appearance	E	I
Commitment to Equality & Diversity	E	AF/I
Commitment to Health & Safety	E	AF/I
Commitment to safeguarding and protecting the welfare of children and young people.	E	AF/I
Co-operative, flexible and supportive approach in the workplace.	E	AF/I
Prepared by: Louise Martin Date: April 2022		
Note: We will always consider references before confirming an offer in writing.		

To be identified by: Application Form (AF), Interview (I), Reference (R)Test (T), Certificate (C).