**Person specification: Estates, Lettings and Events Coordinator**

**E= Essential, D = Desirable**

|  | **E** | **D** |
| --- | --- | --- |
| **Skills/Abilities** | | |
| Excellent communication skills, able to clarify and explain instructions clearly | **✔** |  |
| Ability to promote and market the school facilities to existing and new customers | **✔** |  |
| A team player able to build effective working relationships | **✔** |  |
| Ability to understand and follow procedures e.g. health & safety, child protection | **✔** |  |
| Effective use of ICT | **✔** |  |
| Good numeracy/literacy skills | **✔** |  |
| Ability to work with and analyse data |  | **✔** |
| Ability to work independently, using own initiative | **✔** |  |
| **Knowledge and Understanding** | | |
| Basic understanding of health & safety standards |  | **✔** |
| Able to write reports |  | **✔** |
| **Experience** | | |
| Experience of working in a customer service environment | **✔** |  |
| Proven track record of effectively supervising a team, providing guidance, support, and performance feedback |  | **✔** |
| **Attributes** | | |
| Commitment to an ethos of continual improvement and development | **✔** |  |
| Ability to work cooperatively and collaboratively in a multi- disciplinary team | **✔** |  |
| The ability to remain calm under pressure and make rational decisions | **✔** |  |
| Meticulous approach to work, ensuring accuracy in documentation, record-keeping, and financial transactions. | **✔** |  |
| Strong interpersonal skills, with the ability to build and maintain positive relationships with clients, colleagues, and external stakeholders | **✔** |  |