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| **Blessed Robert Sutton Catholic Voluntary Academy** | | | | |
| **Job Number** | **Post Title** | **Grade** | **Points** | **Date** |
|  | **Community Lettings Officer** |  |  |  |

Essential Criteria:

* Have an awareness of Health & Safety issues
* Be able to work in an organised and methodical manner
* Be able to identify work priorities and manage own workload
* Have excellent communication skills both written and orally (face to face and telephone)
* Be competent in the use of I.T. (Microsoft Outlook, Excel etc.)
* Be physically able to undertake the manual aspects of this role i.e moving equipment or furniture

Desirable:

* Have previous experience where customer service has been used – i.e. dealing with members of the public, lettings, sport, security etc.