



Community Lettings Assistant

Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise; P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
EXPERIENCE (Relevant work and other experience)	Experience of working in a school or leisure environment	AF/I
	Experience of managing conflict	AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Ability to manage pupil behaviour and deal with situations calmly, effective and correctly	AF/I
	Excellent interpersonal skills	AF/I
	Good organisational skills	AF/I
	Ability to work collaboratively	AF/I
	The ability to work independently without supervision	AF/I
	The ability to be flexible, positive, dedicated and trustworthy	AF/I
TRAINING	The ability to establish and develop positive relationships with the general public	AF/I
	Interest in own personal development and willingness to undertake further training deemed appropriate by the school for the role advertised	AF/I

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE TRUST'S
EQUAL OPPORTUNITIES POLICY**