



### Person Specification

<b>JOB TITLE:</b>	<b>Leisure Assistant</b>
<b>DATE:</b>	<b>December 2017</b>
<b>STATUS:</b>	<b>Current</b>

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
<b>Knowledge and qualifications</b>					
1. Good standard of literacy, numeracy and IT skills	E	✓		✓	✓
2. Leisure based qualifications eg Fitness Instructor, Lifeguard, Swim Teacher	D	✓			✓
3. Prepared to undertake further training required for the role	E	✓			✓
4. First Aid qualification	D	✓			✓
<b>Experience</b>					
5. An understanding of how to deliver quality service within a leisure environment	E	✓		✓	
6. Experience of a customer focussed business environment	D	✓		✓	
7. Experience of erecting / dismantling sports equipment	D	✓		✓	
8. Experience of cash handling and till systems	D	✓		✓	
9. Experience of Health & Safety	D	✓		✓	
10. An understanding of facility booking procedures	E	✓		✓	
11. Supervisory experience	D	✓		✓	
<b>Skills and competencies</b>					

12. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	✓		✓	
13. Ability to understand and deliver exceptional customer service	E	✓		✓	
14. Physical fitness appropriate for the post which will include setting up sports equipment	E	✓		✓	
15. Ability to work with minimum supervision, manage a varied workload and work to tight deadlines	E	✓		✓	
16. Ability to remain calm under pressure	E	✓		✓	
17. Demonstrate good interpersonal skills with colleagues, contractors and customers.	E	✓		✓	
18. Ability to complete Leisure Asst tasks accurately	E	✓		✓	
19. Ability to work as part of a team	E	✓		✓	
<b>Other</b>					
20. Display total honesty, integrity and reliability	E	✓		✓	
21. Have a calm, enthusiastic and flexible approach to work	E			✓	
22. Prepared to be flexible with working hours when required	E			✓	
23. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓			✓
24. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E	✓			✓
25. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E			✓	