



## Person Specification

**Job Title:** Leisure Centre Assistant

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Level 2 qualifications in English & Maths (or equivalent)		✓
Willingness and ability to obtain and/or enhance qualifications and training and development in the post	✓	
<b>Experience</b>		
Experience within a busy office environment and customer related role		✓
Experience of working within a school environment		✓
Experience of sports requirements and facilities	✓	
<b>Skills</b>		
Ability to communicate with a wide range of audiences, including children and adults, both verbally and in writing	✓	
Ability to input data and use standard ICT packages, including Microsoft Office	✓	
Ability to prioritise workload whilst working under pressure	✓	
Ability to demonstrate flexibility and adaptability		✓
Ability to work on own initiative and as part of a team	✓	
Ability to remain calm and courteous	✓	
Ability to remain professional, maintaining accuracy and confidentiality at all times	✓	
Good time management and organisation skills	✓	
Pro-active in developing new, more efficient ways of working		✓
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of academy child safeguarding procedures	✓	

<b>Other</b>		
Satisfactory DBS check	✓	