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|  | **Essential** | **Desirable** |
| **Qualifications, and Training** | * GCSE English and Maths Grade A\*-C or equivalent qualification. | * First Aid training * Safeguarding training |
| **Experience, Knowledge and Understanding** | * Confidence to work and communicate with a wide range of people and abilities. * Ability to work effectively as part of a team. * Previous experience of working in a customer facing environment. | * Driving license and own vehicle. * Previous experience of having worked in an educational or leisure environment. * Previous experience of managing or supporting events. |
| **Skills and Abilities** | * Good organisational and prioritising skills. * Ability to stay calm under pressure. * Ability to meet deadlines. * Ability to be self-directed. * Confidence to work and communicate with a wide range of people and abilities. * Ability to work late evening and out of hours. |  |
| **Commitment To** | * Providing excellent service to internal and external customers. * Ensuring all facilities are prepared to a high standard to meet the requirements of the hirer. * Commitment to personal continuous professional development. * Diversity and equality of opportunity in all working practices. |  |
| **Attendance** | * Good attendance record in current employment *(not including absences due to disability).* |  |