

## PERSON SPECIFICATION

### LEISURE ASSISTANT

	Requirements	E/D	Measurement
<b>Personal Skills</b>	Able to demonstrate good customer care skills.	E	1,3
	Ability to communicate with a wide range of customers	E	1,3
	Demonstrable the ability to work under own initiative or within a team.	E	1,3
<b>Experience</b>	Experience in the use of information technology, particularly Microsoft Office.	E	1,2,3
	Knowledge and experience of basic administrative tasks	E	1,3
	Experience of sports coaching to young people in a school, sports centre or community environment	D	1,3
	Practical experience of involvement in large participation events	D	1,3
<b>Attainments/ Qualifications</b>	NVQ 2 or higher in Children's Play or similar	D	1,4
	Prepared to gain NVQ 2 or higher in Children's Play or similar	E	1,4
	A wide range of NGB coaching qualifications at least one at a minimum of level 2.	D	1,4
	A relevant first aid qualification.	D	1,4
<b>Knowledge</b>	Knowledge of general sports centre operating procedures	E	1,3
	To be aware of principles of equality and diversity that are applied within the Council.	E	1,3
	Knowledge of organisations with a remit or interest in delivering physical activity.	E	1,3
<b>Special Requirements</b>	Ability to work weekends, evenings and in a flexible way	E	1,3
	Available to work during school holiday periods	E	1,3
	Must hold a full driving license	D	1,4
	Interest in attaining further qualifications.	E	1,3
<b>Car allowance</b>	This post does not carry a designated car user status.		

**Measurement:**

- |                          |                             |
|--------------------------|-----------------------------|
| 1. From application form | 2. Test after short listing |
| 3. At interview          | 4. Documentary evidence     |
| Other (please specify)   |                             |

	Name	Signature	Date
Person specification written by:	Unknown		___/___/___
Person specification agreed by	Unknown		___/___/___

Additional notes for JE/HR.  
HL412.