

WOLSINGHAM SCHOOL

Person Specification

Leisure Officer minimum of 15 Hours per week on a shift pattern including weekends

		Essential	Desirable	Method of Assessment
EDUCATION, QUALIFICATIONS & TRAINING	4 GCSE's Grades A-C including English Language or English Literature or equivalent	X		Application Form
	DBS Certificated	X		Application Form
	RLSS National Pool Lifeguard Qualification	X		Application Form
	UKCC Level 2 Coaching Certificate		X	Application Form
	Pool plant certification or willingness to work towards becoming certified	X		
	First Aid at Work Qualification or willing to work towards achieving qualification	X		Application Form
EXPERIENCE	Reception / answering the telephone / dealing with people	X		Application Form Reference Interview
	Experience of developing and maintaining effective working relationships with clients and colleagues	X		Application Form Reference
	Experience of working in a busy Admin. Office (school or similar) environment		X	Application Form Reference Interview
	Experience of working independently, using own initiative and working to deadlines	X		Application Form Reference Interview
	Having a Client or customer focus in a busy sometimes noisy environment.	X		Application Form Reference Interview
	Handling First Aid cases / situations.		X	Application Form Reference Interview
	Cash handling and Reconciliation of Daily Income		X	Application Form Reference Interview
KNOWLEDGE, SKILLS & APTITUDES	Administrative/organisation skills/ Decision making in respect of Swimming pool work	X		Application Form Reference Interview
	Demonstrate effective communication and inter-personal skills.	X		Application Form Reference Interview
	Have a proven ability to seek, develop and engage in creating strong and effective working relationships with a broad range of educators, artisans, instructors and demonstrators.	X		Application Form Reference Interview

	Demonstrate entrepreneurial skills in order to realise the full potential of premises and facilities.	X		Application Form Reference Interview
	Demonstrate ability to liaise with local businesses, community and other agencies to develop a sustainable portfolio of activities.	X		Application Form Interview
	Knowledge of ICT –Microsoft Office programmes	X		Application Form Reference Interview
	Good communication and inter-personal skills	X		Application Form Reference Interview
	Professional approach, ability to stay calm and think clearly in pressure situations	X		Application Form Reference Interview
OTHER REQUIREMENTS	A commitment to safeguarding & promoting the welfare of children and young people	X		Reference Interview
	Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	X		Application Form Reference
	The post holder will be expected to develop a portfolio of activities which will generate an income for reinvestment in the school.	X		Application Form Interview
	Act as an ambassador for the school, dealing with people at all levels in a professional, courteous manner.	X		Application Form Reference Interview
	The post holder will be of smart appearance and act as a role model for our pupils and a representative of the school.	X		Interview
	The role will involve some evening and weekend work, therefore flexibility is essential.	X		Interview