

## Benfield Sports Centre Person Specification: Leisure Asst

Assessment method key			
AF = Application Form	C = Certificate	I – Interview	R = Reference

We shall be looking for applicants who can fulfil the following criteria

	Criteria	Essential	Desirable	Assessment Method
<b>Qualifications &amp; Training</b>	Good standard of literacy, numeracy and IT skills	✓		AF/I
	Leisure based qualifications eg Fitness Instructor, Lifeguard, Swim Teacher		✓	AF/C
	Prepared to undertake further training required for the role	✓		AF/I
	First Aid qualification		✓	AF/C
<b>Experience &amp; Knowledge</b>	An understanding of how to deliver quality service within a leisure environment	✓		AF/I/R
	Experience of a customer focussed business environment		✓	AF/I/R
	Experience of erecting / dismantling sports equipment		✓	AF/I/R
	Experience of cash handling and till systems		✓	AF/I/R
	Experience of Health & Safety		✓	AF/I/R
	An understanding of facility booking procedures	✓		AF/I/R
	Supervisory experience		✓	AF/I/R
<b>Skills &amp; Attributes</b>	Ability to understand and deliver exceptional customer service	✓		AF/I/R
	Physical fitness appropriate for the post which will include setting up sports equipment	✓		AF/I/R
	Ability to work with minimum supervision, manage a varied workload and work to tight deadlines	✓		AF/I/R
	Ability to remain calm under pressure	✓		AF/I/R
	Demonstrate good interpersonal skills with colleagues, contractors and customers.	✓		AF/I/R
	Ability to complete Leisure Asst tasks accurately	✓		AF/I/R
	Ability to work as part of a team	✓		AF/I/R
<b>Personal Qualities</b>	Display total honesty, integrity and reliability	✓		AF/I/R
	Have a calm, enthusiastic and flexible approach to work	✓		I/R
	Maintain a good standard of personal appearance	✓		I/R
	Prepared to be flexible with working hours when required	✓		AF/I/R