# WELLFIELD SCHOOL

PERSON SPECIFICATION FOR THE POST OF Community Facility Assistant

Grade 3 (£18,933 - £19,698 pro rata), 30hrs per week, whole time, including some evening and weekend work



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| **Category** | **Essential** | **Desirable** |
| **Qualifications & Training** | * Minimum of 5 GCSE’s at grade C and above, or equivalent qualifications
 | * Membership of a professional body
* Football coaching qualifications
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| **Experience** | * Experience in community provision, leisure or sports
 | * Experience of delivering football coaching courses
* Experience of working in a similar role.
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| **Knowledge & Skills** | * Accurate record maintenance
* Knowledge of health and safety legislation and standards
* Excellent interpersonal skills and the ability to communicate effectively with young people and adults
 | * Ability to produce written reports to a high standard using word processing and spread sheet packages
* Understanding of the new GDPR requirements
* Organising community events
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| **Professional Development** | * Willingness to undergo further training as required
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| **Personal Qualities** | * To be organised and efficient
* Reliable and punctual
* Have a polite, friendly and flexible approach to work
* To follow instructions
* To keep calm and professional at all times
* The ability to work effectively and efficiently within set deadlines
* Working in close proximity to and inspiring and motivating others
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| * **Note** The successful candidate will be subject to a fully enhanced DBS disclosure
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