# 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 |
| **Experience** | * Experience in community provision, leisure or sports | * Experience of delivering football coaching courses * Experience of working in a similar role. |
| **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 |
| **Professional Development** | * Willingness to undergo further training as required |  |
| **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 |  |
| * **Note** The successful candidate will be subject to a fully enhanced DBS disclosure | | |