

THE LEGACY LEARNING TRUST ACKLAM GRANGE SCHOOL

PERSON SPECIFICATION: Casual Recreation Assistant



	Essential	Desirable	Measured by
Qualifications/ Training		- Educated to GCSE standard at Grade A*-C for a minimum of 5 GCSEs - Studying a sport related qualification - HSAW First Aid Qualification - National Governing Body coaching qualification	A/Q
Knowledge and Experience	- Experience of dealing with a range of customer enquiries/concerns in a polite and professional manner - Good working knowledge of ICT	Previous experience of working in a customer service environment	A/I
Skills and ability	- Ability to demonstrate up to date health and safety procedures - Ability to work in a fast-paced environment - Ability to work as part of a team - Ability to work on own initiative within area of responsibility		A/I
Personal Characteristics	- Willingness to learn - Interest in Sport, Health and Fitness - Excellent attendance and punctuality - An enthusiastic approach to working with students - Confidence to manage and supervise effectively whole classes - Ability to work flexibly and respond to developing needs - Reliability and integrity - Positive and optimistic - Humour and resilience	Commitment to ongoing personal development and training	I

Measured by Key:

A: Application form/letter

Q: Qualification Check

I: Interview