



Leisure Assistant Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **Leisure Assistant** to the high standard required. When you complete your application please illustrate that you have the capacity to undertake the roles described in accompanying documents and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
Knowledge/ Experience	<ul style="list-style-type: none"> ■ Providing a customer based service ■ Qualified First Aider or willingness to undergo First Aid Training ■ Of interaction with children/students/general public 	
Skills/Abilities	<ul style="list-style-type: none"> ■ Excellent communication skills ■ Ability to work as part of a team ■ Computer literacy (word and excel) ■ Good organisational abilities ■ Ability to manage competing demands ■ Ability to take the initiative ■ Flexibility 	
Personal characteristics	<ul style="list-style-type: none"> ■ Self motivated ■ Tactful and diplomatic ■ Enthusiastic ■ Attentive to detail ■ Ability to work under pressure ■ Be trustworthy and of good character ■ Personable, calm and professional in their approach. ■ Able to inspire confidence in others ■ Able to work as part of a team and be supportive of colleagues. 	