

<b>Person Specification</b>	<b>Essential/ Desirable</b>	<b>CV</b>	<b>I</b>
<b>Educational Qualifications</b> 1. Hold or working towards SVQ level Sport or Fitness equivalent 2. Basic Knowledge of Microsoft Office Packages such as word and Excel 3. First Aid Qualification	E D D	X X X	
<b>Experience</b> 4. Previous experience of working in a sport or leisure environment 5. Previous experience of working as part of a team 6. Previous experience of cash handling 7. Previous experience of data inputting 8. Experience of administrative duties 9. Previous experience of Manual handling 10. Previous experience of working in a bar	E E E D E D D	X X X X X X X	X X X X X X
<b>Knowledge</b> 9. Working knowledge of Sport & Leisure provision 10. Working knowledge of Word Processing 11. Working knowledge of spreadsheets and databases Sound understanding of health and safety within a leisure facility 12. Bar Policy and licence holder policies	E E D E D	X X X X X	X X X X
<b>Personal qualities</b> 13. Current driving licence and have access to own transport 14. Good organisational skills 15. Ability to work on own initiative 16. Ability to work under pressure and to strict deadlines 17. Ability to communicate effectively at all levels (both verbally and in writing) in a polite and pleasant manner  18. Ability to work as part of a team and to have a flexible approach, particularly in relation to working hours  19. Ability to work methodically 20. Able to deal with difficult situations when they arise in a calm and effective manner 21. Ability to undertake first aid training and undertake first responsibilities	D E E E E  E  D E E	X    X   X X X X X	X X X X X  X  X X X
<b>Equal opportunities</b> 22. To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	E	X	X

**Assessment Methods: CV = CV, I = Interview**