

Post Title	Leisure Attendant
Division	Operations
Section	Operational Facilities
Location	Citywide

* Candidate's suitability will be measured by assessment in the following ways;

A – Application: **I** – Interview: **R** – References: **X** - Interview Exercise(s)

Attributes	Essential	Desirable	Method of Assessment
Experience of			
1 Experience of administrative tasks		X	A I
2 Experience of leisure/customer oriented environment		X	A I
3 Experience of working with Microsoft packages		X	A I
Skills, Abilities and Knowledge (general)			
4 Sporting/leisure activities		X	A I
5 Organisational skills	X		A I
6 Positive attitude to delivering a high level of customer care	X		A I
7 Ability to work with competing deadlines and tight timescales	X		A I
Interpersonal & social skills			
8 Good communication skills in all formats	X		I R
9 Enthusiastic		X	A I R
10 Working in a team environment	X		I R
11 Confident		X	I R
12 Ability to adapt	X		I R
13 Able to influence and persuade	X		A I
14 Collaborative approach	X		A I
15 Teamwork	X		A I
16 Resilience	X		A I
17 Positive (can do) attitude	X		A I

18	Ability to provide regular and effective service across a range of shifts.	X		A I
19	Ability to manoeuvre and set up equipment.	X		A I
Education, Qualification & Training				
20	Educated to Standard Grade or equivalent	X		A
21	Continuous personal development		X	
22	Sport/leisure qualifications		X	A
Other				

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