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Post Title	Leisure Attendant
Division	Community Leisure Operations
Section	Operational Facilities
Location	Citywide

Responsible to	Duty Manager, Assistant Operations Manager, Operations Manager
Responsible for	Student Placements, Volunteers

* 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	Assessment
Experience				
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				
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 and 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
Qualifications and Training				
20	Educated to Standard Grade or equivalent	X		A
21	Sport/leisure qualifications		X	A
22	Ongoing CPD		X	A I
23	Willingness to undertake training/accreditation required for job role		X	X

Other

Prepared/Updated by	David Selkirk – Director of Community Leisure Operations	May 2021
Approved by	Nickie Scorgie - Head of Human Resources & Organisational Development	May 2021
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