

PERSON SPECIFICATION: LEISURE ATTENDANT

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Good grade in English at GCSE or equivalent. 	<ul style="list-style-type: none"> • Accurate record keeping in a variety of situations. • Manual work or working outdoors • Working in a school or similar public/educational establishment. • Cleaning or facility maintenance experience • Liaising with other professional colleagues. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews Certificates (to be available at interview)
Knowledge and skills:		
<ul style="list-style-type: none"> • Competent in verbal & written communication. • Appreciation of the need for confidentiality. • Ability to follow instructions and job requests 	<ul style="list-style-type: none"> • Maintain full and accurate records in a variety of situations. • First Aid certificate or willingness to gain one. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews
Personal qualities:		
<ul style="list-style-type: none"> • Commitment to the highest standards of child protection. • Ability to work under pressure. • Desire to enhance and develop skills and knowledge through CPD • Able to work flexibly in responding to situations as they arise. • A personal manner in keeping with the school ethos towards parents, staff, children, the community and wider world. 	<ul style="list-style-type: none"> • Willingness to provide hospitality as required. 	<ul style="list-style-type: none"> Application form Letter of application References Interviews