

PERSON SPECIFICATION: EVENING LETTINGS OFFICER

	ESSENTIAL	DESIRABLE	HOW MEASURED
Education, Qualifications and Training	<ul style="list-style-type: none"> ◆ Enhanced DBS check (this will be obtained by the College) 	<ul style="list-style-type: none"> ◆ Good General standard of education ◆ Be in possession of a First Aid Certificate or willing to undergo training 	<ul style="list-style-type: none"> ◆ Certificates ◆ Interview process
Knowledge and Experience	<ul style="list-style-type: none"> ◆ Previous experience of working in a school/public environment and dealing with the public in a customer service role ◆ ICT Skills ◆ A knowledge and experience of good health and safety practice or a willingness to learn ◆ Well organised and practical – not afraid of getting your hands dirty ◆ Good communication skills, both orally and written 	<ul style="list-style-type: none"> ◆ A knowledge of sport and leisure activities and their requirements ◆ Knowledge of what good customer service involves 	<ul style="list-style-type: none"> ◆ Interview ◆ Letter of application
Skills/Abilities	<ul style="list-style-type: none"> ◆ Good team worker ◆ A pleasant and positive manner ◆ Ability to work independently using your own initiative ◆ Fit and active and capable of lifting and cleaning ◆ Responsible and reliable attitude ◆ Outgoing personality with good interpersonal skills 	<ul style="list-style-type: none"> ◆ Ability to carry out tasks thoroughly and with attention to detail ◆ Ability to paint, clean, garden and undertake general maintenance 	<ul style="list-style-type: none"> ◆ Interview process
Knowledge and Understanding	<ul style="list-style-type: none"> ◆ Strict confidentiality ◆ All statutory Health and Safety and COSHH regulations ◆ Responsibility for safeguarding and promoting the welfare of pupils 	<ul style="list-style-type: none"> ◆ Good general knowledge ◆ Good understanding of FA practice and procedure in relation to grass roots football ◆ Able to follow statutory requirements 	<ul style="list-style-type: none"> ◆ Interview process

