

Person Specification: Casual Leisure Attendant

Reference: Extended Use

Location: Various Secondary School Locations
across Exeter

Salary: Grade A Point 4

Responsible to: Office and Community Manager

Purpose of Job Role:

To provide an efficient reception service within the Secondary School site and to assist in the preparation of the venue for external agency lettings. This will include assistance with the setting up and down of equipment, ensuring the site is safe for users and securing the site.

Attribute	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> ◦ Experience of working with a range of external agencies. ◦ Experience of working within a leisure facility. 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Application and Interview
Practical Skills	<ul style="list-style-type: none"> ◦ Ability to prepare sporting and leisure equipment. 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Application and Interview
Communication	<ul style="list-style-type: none"> ◦ Proven communication skills including written and verbal communication. 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Application and Interview
Personal Qualities	<ul style="list-style-type: none"> ◦ Self-motivated, able to manage own time and prioritise workload. ◦ Ability to communicate with a wide range of people. ◦ Ability to adapt quickly to changing circumstances. 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Application and Interview
Technology / IT Skills	<ul style="list-style-type: none"> ◦ Ability to communicate via mobile telephone. 	<ul style="list-style-type: none"> ◦ Ability to utilise ICT. 	<ul style="list-style-type: none"> ◦ Application and Interview
Education and Training	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ First Aid Qualification 	<ul style="list-style-type: none"> ◦ Application and Interview
Equal Opportunities	<ul style="list-style-type: none"> ◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦
Other relevant factors	<ul style="list-style-type: none"> ◦ Commit and conform to DCC Customer Service Standards 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦

