

Person specification

Job title	Receptionist
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Req No	SL16
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Prepared by	Christine Bowsher
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Date	10/03/2020
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Essential criteria (vital requirements for the post holder)

Relevant experience:

Some previous experience in the front of house customer experience

Experience of admin and/ or finance systems

Qualifications/ training:

Ability to communicate with and supervise other people

Special knowledge:

A good level of communications skills

Ability to communicate with and supervise other people

Disposition/ attitude:

Commitment to provision and delivery of leisure services

Personal commitment to equality of opportunity

Practical/ intellectual:

Acts on own initiative

Able to assess priorities and make decisions

Physical requirements:

Capable of assisting with movement of sports equipment

Additional requirements:

Able to work unsociable hours, especially late evenings and weekends

Able to respond to various stressors

Desirable criteria (additional requirements relevant to the post)

Experience of facilitating leisure based activities and courses. Experience of information technology systems. First at work qualification. Leisure or business related qualification.

Recognised admin/ finance qualification. Knowledge of marketing/ community services plus training and development systems and equal opportunities. Commitment to development of leisure opportunities. Able to recognise and manage stressors