

## WALBOTTLE CAMPUS – Person Specification

### Community/Leisure Assistant N2

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>➤ Level 3 qualification in relevant subject.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Relevant sports or fitness qualification e.g. A Level PE, BTEC Sport or Level 2 Gym Instructor qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Experience working in a sports or leisure facility.</li> <li>➤ Experience preparing and maintaining sports equipment and demonstrating safe use to clients/customers.</li> <li>➤ Strong organisational skills with the ability to manage a range of tasks and the flexibility to meet changing service demands.</li> <li>➤ Effective working knowledge of Microsoft office [including Word and Excel].</li> <li>➤ Ability to work effectively on own initiative as well as part of a team.</li> <li>➤ Ability and willingness to work occasional unsociable hours, including weekends and evenings on a planned basis.</li> <li>➤ Good attendance record.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Previous experience working with children and/or young people.</li> <li>➤</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>➤ Relevant CPD over last three years.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Knowledge/Experience of planning, supporting and leading professional development for teaching and/or support staff.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>➤ Ability to communicate effectively orally and in writing.</li> <li>➤ Ability to form good relationships with parents, clients and students.</li> <li>➤ Excellent written and oral communication skills.</li> <li>➤ Able to persuade, influence and gain co-operation.</li> <li>➤ Excellent ICT skills and ability to use them effectively to support learning.</li> <li>➤ Able to organise, lead and motivate a team and to work constructively as part of a team.</li> <li>➤ Awareness of relevant legislation relating to child protection.</li> <li>➤ Ability to work collaboratively within a team and when necessary, resolving conflict.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Good time Management</li> <li>➤ The ability to use ICT creatively to promote the school facilities.</li> <li>➤ The ability to interpret and use data as a tool for school improvement.</li> <li>➤ Working knowledge of the current issues facing education with specific reference to the workplace.</li> <li>➤ Experience in preparing funding applications.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Ability to analyse and interpret financial data.</li> <li>➤ Knowledge and understanding of current and emerging national policy on sports, leisure and relevant educational issues.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>➤ Sense of humour and perspective</li> <li>➤ Enthusiastic and inspires others.</li> <li>➤ Approachable and able to relate well to children and adults.</li> <li>➤ Able to work with minimal supervision.</li> <li>➤ Able to respond effectively to problems using solution focused approaches.</li> <li>➤ Able to respond positively to change.</li> <li>➤ Excellent time management.</li> <li>➤ Committed, confident, conscientious and enthusiastic.</li> <li>➤ Positive team worker with a flexible approach to work.</li> <li>➤ Committed to achieving further professional development.</li> <li>➤ Constantly improving own practice/knowledge through self-evaluation and learning from others.</li> <li>➤ Committed to equal opportunities in all school/site activities.</li> </ul>	
<b>Understanding</b>	<ul style="list-style-type: none"> <li>➤ Recognise inappropriate behaviour and attitudes to children and/or vulnerable adults.</li> </ul>	
<b>Other Qualities</b>	<ul style="list-style-type: none"> <li>➤ Inspire, challenge, motivate and empower others to carry the vision forward.</li> <li>➤ Working evenings and weekends. [3 or 4 evenings and one or two days per weekend].</li> <li>➤ Model the vision and values of the school.</li> <li>➤ Demonstrate personal enthusiasm for and commitment to the learning process.</li> <li>➤ Resilience.</li> <li>➤ Loyalty to the Leadership Team and the Governing Body.</li> <li>➤ No adverse criminal record.</li> </ul>	