

PERSON SPECIFICATION

Post Title	Leisure Attendant	Band	3	Job Evaluation Reference	BM23
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Only asking for qualifications as an essential criteria can be done if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
RLSS Pool Lifeguard Qualification				X	
First Aid					X
Swim Teacher					X
Coaching Qualifications					X
IT Qualifications					X
Fitness Qualification					X
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Dealing with the public				X	
Working in Leisure Industry				X	
Customer care				X	
Dealing with staff/customer issues				X	
Knowledge of Health and safety in Leisure Environment					X
Cash Handling					X
3. SKILLS AND ABILITIES				Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Ability to prioritise work				X	
Good team player				X	

Good communication skills	X	
Good organizational skills	X	
Good leadership skills	X	
4. PERSONALITY FACTORS	Essential	Desirable
• Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Self motivated	X	
Enthusiastic and energetic	X	
Friendly and outgoing	X	
5. OTHER REQUIREMENTS	Essential	Desirable
• Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Shift work	X	
Flexible Working	X	
Disclosure Scotland PVG	X	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.