

<b>Index</b>	<b>124/LA/CLO</b>
<b>Post Title</b>	<b>Leisure Attendant</b>
<b>Division</b>	<b>Community Leisure Operations</b>
<b>Section</b>	<b>Operational Facilities</b>
<b>Location</b>	<b>Citywide</b>

<b>Responsible to</b>	<b>Duty Supervisor, Assistant Manager, Operations Manager</b>
<b>Responsible for</b>	<b>Student Placements, Volunteers</b>

\* Candidate's suitability will be measured by assessment in the following ways;  
**A** – Application: **I** – Interview: **R** – References: **X** - Interview Exercise[s]

	<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Experience</b>				
1	Experience of administrative tasks		X	A I
2	Experience of leisure/customer-oriented environment		X	A I
3	Experience of working with Microsoft packages		X	A I
<b>Skills, Abilities and Knowledge</b>				
4	Sporting/leisure activities		X	A I
5	Organisational skills	X		A I
6	Positive attitude to delivering a high level of customer care	X		A I
7	Ability to work with competing deadlines and tight timescales	X		A I
<b>Interpersonal and Social Skills</b>				
8	Good communication skills in all formats	X		I R
9	Enthusiastic		X	A I R
10	Working in a team environment	X		I R
11	Confident		X	I R
12	Ability to adapt	X		I R
13	Able to influence and persuade	X		A I
14	Collaborative approach	X		A I
15	Teamwork	X		A I
16	Resilience	X		A I
17	Positive (can do) attitude	X		A I

18	Ability to provide regular and effective service across a range of shifts.	X		A I
19	Ability to manoeuvre and set up equipment	X		A I

#### Qualifications and Training

20	Educated to Standard Grade or equivalent	X		A
21	Sport/leisure qualifications		X	A
22	Ongoing CPD		X	A I
23	Willingness to undertake training/accreditation required for job role		X	X

#### Other

<b>Prepared/Updated by</b>	David Selkirk – Director of Community Leisure Operations	May 2021
<b>Approved by</b>	Nickie Scorgie - Head of Human Resources & Organisational Development	May 2021
<b>Status</b>	ISSUED	May 2021