

PERSON SPECIFICATION



Post – Sports Centre Manager (Temporary)

Qualities and Attributes	Essential	Desirable	Evidenced By
Knowledge/Experience			
Experience of working in a school/college environment.		✓	Application
Experience of supporting vulnerable young people in an educational setting.		✓	Application
Experience of working in a Sports Centre environment.		✓	Application
Understanding and a working knowledge of legislation in Sport and Leisure and Health and Safety.		✓	Application
Skills/Abilities			
An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 .	✓		Interview
Confident user of Microsoft Word, Excel, Email, Internet.	✓		Application/Interview
Good oral communication skills and good interpersonal skills to be able to liaise with the public, parents/carers, suppliers, staff, and students.	✓		Application/Interview
Able to work as part of a team and be able to work on own initiative.	✓		Application/Interview
Evidence of/or potential to lead, manage and motivate a team.		✓	Application/Interview
Experience of administrative and record keeping procedures.	✓		Application/Interview
Flexible approach to working.	✓		Application/Interview
Ability to demonstrate empathy, patience, be approachable and supportive.	✓		Application/Interview
Able to work to varying deadlines and under pressure in a fast-paced environment.	✓		Application/Interview
Numeracy and financial skills to be able to work within a budget.	✓		Application/Interview
Strong organisational and time management skills.	✓		Application/Interview
Ability to relate to students.	✓		Application/Interview
Training/Education			
Good level of English and Maths – GCSE minimum grade C or level 4.	✓		Application
A Level or equivalent.	✓		Application
Degree.		✓	Application
First Aider or willing to undertake training to be a First aider.	✓		Application/Interview

Willingness to learn and develop.	✓		Application/Interview
Other			
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An enhanced DBS check with children's barred list check will be required prior to appointment.	✓		Application
Willingness to undertake appropriate training.	✓		Application/Interview
Ability to promote and safeguard the welfare of our children and young people through awareness of safeguarding and health and safety.	✓		Application/Interview
Support the Catholic ethos of the school.	✓		Application/Interview