

# EGGBUCKLAND COMMUNITY COLLEGE

## PERSON SPECIFICATION

**POST:**            **Activate Assistant**

**GRADE:**        **National Minimum Wage**

|                                     | <b>Essential</b>   | <b>Desirable</b>   |
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| <b>EXPERIENCE AND JOB KNOWLEDGE</b> | <ul style="list-style-type: none"><li>• Awareness of health and safety issues within sport.</li><li>• Customer Service experience</li></ul>  |  |
| <b>JOB RELATED ABILITIES</b>        | <ul style="list-style-type: none"><li>• Good customer-facing skills (for working with lettings clients)</li><li>• Good communication skills</li><li>• Good organisational skills</li><li>• Ability to work alone or within a team</li><li>• Ability to follow educational policies &amp; procedures with an awareness of equal opportunities</li><li>• Good ICT skills</li><li>• Flexible, adaptable and effective.</li><li>• A wide range of sporting interests/skills.</li></ul> |  |
| <b>QUALIFICATIONS</b>               | <ul style="list-style-type: none"><li>• Good basic education (5 GCSE's A* to C, or equivalent)</li></ul>   | <ul style="list-style-type: none"><li>• Level 1 coach or sport qualification</li><li>• First Aid certificate</li></ul> |

Eggbuckland Community College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. The College is not accessible in all areas to all disabled people, but reasonable adjustments will be considered.