

PERSON SPECIFICATION

POST: Community Centre Supervisor

GRADE: 2

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate how you meet each of the following criteria in your application.

ESSENTIAL REQUIREMENTS		Assessment Criteria
Qualifications:		
Emergency first Aid At Work, Fire Safety level 2 and Health and Safety level 2 (or must be willing to undertake an internal training course, to obtain the stated certificates within six months of appointment to post.)		AF/C
Skills		
Basic skills in literacy, numeracy and written communication.		AF/I
Understanding of, and the ability to meet the requirements of the maintenance and cleaning of public buildings.		AF/I
Ability to communicate effectively with users of the community centre in a helpful and positive manner.		AF/I
An understanding of the need for and the ability to maintain high standards of safety and hygiene.		AF/I
An understanding of the need for and the ability to keep accurate records in connection with the collection of monies, issuing receipts, banking procedures, lettings and control of stock.		AF/I
Computer literate with basic use of Microsoft office packages such as Word, Outlook and Excel.		AF/I
Experience & Knowledge		
Knowledge and understanding of Health and Safety regulations		AF/I
Other		
Willingness to undertake future training; and ability to adapt to new systems/ ways of working.		I
Behaviours		
Professional		AF/I
Respectful		AF/I

• Knowledgeable		AF/I
• Passionate		AF/I
• Solutions Driven		AF/I
DESIRABLE REQUIREMENTS		Assessment Criteria
Skills		
• Experience of working under pressure in a service capacity.		AF
Experience & Knowledge		
• Experience in the use of light industrial equipment.		A/I
• Experience of working or involvement with community groups.		A/I
• Experience of collecting monies, issuing receipts, banking procedures and stock control.		A/I
• Experience of ensuring the security of premises.		A/I
• Willingness to undertake training to a qualification standard		A/I
• Emergency first Aid At Work, Fire Safety level 2 and Health and Safety level 2		A/I

NOTE TO APPLICANTS:

Please demonstrate in your application how you feel you meet the above requirements

KEY: I = Interview, C = Certificate, AF = Application Form, T = Test