

Person Specification

Job title: **DUTY MANAGER (FULL TIME)**
WOODFORD PARK LEISURE CENTRE

Responsible to: Leisure Services Manager

Job scope: To assist the Sports Team in the day-to-day running of Woodford Park Leisure Centre and to take on the responsibilities of the Duty Manager when on shift.

Essential	Desirable
Experience <ul style="list-style-type: none"> • Experience of working with customers • Experience of working within a team 	<ul style="list-style-type: none"> • Experience of working within a leisure centre • Experience of working as a Duty Manager / supervisor
Skills <ul style="list-style-type: none"> • Ability to work as part of a team • Good customer care skills and a customer focussed approach to work • Positive and friendly persona • Ability to work using own initiative 	<ul style="list-style-type: none"> • Good IT skills; including Word, Excel and Publisher • Ability to positively promote and sell the centre and its activities • Strong numerical and literacy skills
Knowledge <ul style="list-style-type: none"> • Basic knowledge of health and safety procedures and policies 	<ul style="list-style-type: none"> • Good knowledge of cash handling and banking procedures
Education and Qualifications <ul style="list-style-type: none"> • Good standard GCSE level education (or equivalent), including a pass or higher in mathematics 	<ul style="list-style-type: none"> • First Aid qualification • Level 2 fitness qualification
Other <ul style="list-style-type: none"> • Willingness to work a variety of shift times and days, including evening and weekend shifts and cover other shifts 	<ul style="list-style-type: none"> • Willingness to work flexibly in response to changing organisational requirements