

Person Specification

Job title: **PART-TIME RECEPTIONIST**
WOODFORD PARK LEISURE CENTRE

Responsible to: Leisure Services Manager

Job scope: To work on reception at Woodford Park Leisure Centre and provide administration support.

Essential	Desirable
Experience <ul style="list-style-type: none"> • Experience of cash handling • 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 within local authority / public sector • Previous experience of working within an office or on reception
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 • A good standard of personal presentation 	<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
Knowledge <ul style="list-style-type: none"> • Good knowledge of cash handling and banking procedures 	<ul style="list-style-type: none"> • Good knowledge of basic health and safety in relation to reception
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
Other <ul style="list-style-type: none"> • Willingness to work a variety of shift times and days, including evening and weekend shifts and cover 	<ul style="list-style-type: none"> • Willingness to work flexibly in response to changing organisational requirements