

## 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
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience of cash handling</li> <li>• Experience of working with customers</li> <li>• Experience of working within a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a leisure centre</li> <li>• Experience of working within local authority / public sector</li> <li>• Previous experience of working within an office or on reception</li> </ul>
<b>Skills</b> <ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Good customer care skills and a customer focussed approach to work</li> <li>• Positive and friendly persona</li> <li>• Ability to work using own initiative</li> <li>• A good standard of personal presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Good IT skills; including Word, Excel and Publisher</li> <li>• Ability to positively promote and sell the centre and its activities</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Good knowledge of cash handling and banking procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of basic health and safety in relation to reception</li> </ul>
<b>Education and Qualifications</b> <ul style="list-style-type: none"> <li>• Good standard GCSE level education (or equivalent), including a pass or higher in mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification</li> </ul>
<b>Other</b> <ul style="list-style-type: none"> <li>• Willingness to work a variety of shift times and days, including evening and weekend shifts and cover</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly in response to changing organisational requirements</li> </ul>