**Appendix C**

**PERSON SPECIFICATION**

Date: September 2025

Post Title: Casual Site Supervisor

Division: Leisure and Communities Section: Leisure Facilities

Salary: £13.2603 - £13.4708 per hour Grade: Scale 5

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| --- | --- | --- | --- |
| **CATEGORY** | **E/D** | **CRITERIA INDICATED**  **E (ESSENTIAL) OR D (DESIRABLE)** | **MEASUREMENT**  **(See below)** |
| SKILLS, KNOWLEDGE  AND EXPERIENCE | E  E  D  E  D  E  E  D  D  D  D  E | 1. A working knowledge of Health & Safety principles in a public environment 2. A good understanding of customer care. 3. Practical understanding of sports rules and basic principles and laws of the games, the prescribing of exercise programmes and the co-ordination of activities to individuals with widely differing needs. 4. Experience of working with software applications such as Microsoft office. 5. Experience of prioritising workloads in order to achieve project outcomes and / or strict deadlines. 6. Experience of communicating to the public. 7. Experience of working in a customer facing environment. 8. Experience of working with a range of partners. 9. Experience of supervising a variety of people. 10. Practical ability to set up/down equipment and make minor repairs as necessary 11. Understand basic sports activity laws of the game for an understanding of the rules and regulations pertaining to sporting activities 12. Experience of undertaking administrative tasks. Must have the ability to complete health and safety records, financial records, and other correspondence. | 2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4 |
| SAFEGUARDING | E | Commitment to the protection and safeguarding of children, young people and adults with care and support needs | 2,4 |
| EQUAL OPPORTUNITY | E | Must be able to recognise discrimination in its many forms and willing to put the Council’s Equal Opportunities Policies into practice. | 2,4 |
| QUALIFICATIONS | E | 1. A recognised First Aid at Work certificate or ability to hold one within 3 months. | 2,5 |
| ATTITUDE & MOTIVATION | E  E  E  E  E  D  E | 1. A good understanding of the leisure industry / keen and obvious interest 2. Willingness to create a hospitable environment for customers within the assigned premises. 3. Ability to communicate with people from a range of backgrounds 4. Willingness to contribute ideas and suggest new methods to improve the overall efficiency and effectiveness of the organisation. 5. Ability to work without close supervision and contribute to own performance goals. 6. Ability to quickly assimilate verbal and written instructions to produce documents as required. 7. Ability to work alone and be capable of managing own work load and to deadlines. | 2,4  2,4  2,4  2,4  2,4  2,4  2,4 |
| OTHER | E  E  E  E | 1. A flexible attitude to work relating to requirements for weekend and evening work and cover for colleagues. 2. Be prepared to work outdoors 3. Wear uniform and name badge provided at all times. 4. To work to an annualised hours contract, subject to the pattern of usage. | 2,4  2,4  2,4  2,4 |

**MEASUREMENT:**

1. Test prior to shortlisting (ie all applicants). 2. Form application form. 3. Test after shortlisting. 4. Probing at interview. 5. Documentary Evidence. 6. OTHER (Please specify)