

PERSON SPECIFICATION

Driver's Mate

	Essential	Desirable
Education / Qualifications	English and Maths GCSE grade C or above or equivalent.	ECDL Certificate or equivalent experience. RSA Typing Qualification Customer Service Qualification Qualification or interest in sports Health and Safety qualification First Aid qualification
Experience	Prior experience of reception work, customer service, community engagement and administration.	Prior experience of working in retail Leisure or community centre experience Social media
Competencies, Values and Attitudes	Ability to prioritise tasks. Accurate with good attention to detail. Able to show initiative. Excellent organisation skills. Excellent customer service skills. A good team player.	

	<p>The ability to communicate at all levels.</p> <p>Polite and friendly with an excellent telephone manner.</p> <p>Efficient and punctual.</p> <p>Confident and professional.</p> <p>Committed</p> <p>Focused and flexible</p> <p>Amicable and approachable.</p> <p>Commitment to equality and diversity principles.</p>	
Other	<p>Willingness to work evenings and weekends on a rota system as well as covering for sickness and holidays.</p>	
Prepared by :	R.Maw	Sept 2019