

**Person Specification**

**Manager: Afan Valley Swimming Pool**

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|  | **Essential** | **Desirable** |
| **Qualifications / Experience** |  |  |
| * Experience of working within a leisure environment at a supervisory level
 | **\*** |  |
| * Ability to lead and review all processes in relation to Health and Safety at work
 | **\*** |  |
| * Experience of managing staff
 | **\*** |  |
| * Practical experience of applying HR policies, including, recruitment and selection, disciplinary and grievances, investigations and sickness absence management
 | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent)
 | **\*** |  |
| * Level 2 qualification in Maths (GCSE or equivalent)
 |  |  |
| * IT literate equivalent to level 2
 | **\*** |  |
| * First Aid certificate (training provided) \*\*
 | **\*** |  |
| * NPLQ Qualification (training provided) \*\*
 | **\*** |  |
| * Fire Marshall qualification (training provided) \*\*
 | **\*** |  |
| * Pool Plant Qualification
 | **\*** |  |
| * STA/ASA Swimming Teaching Qualification
 |  | **\*** |
| **Circumstances** |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required
 | **\*** |  |
| * Able to travel as needed to fulfill the requirements of the post
 | **\*** |  |
| **Personal Skills** |  |  |
| * Excellent time management skills
 | **\*** |  |
| * Organised and methodical
 | **\*** |  |
| * Excellent administrative skills
 | **\*** |  |
| * Able to work independently
 | **\*** |  |
| **Interpersonal Skills** |  |  |
| * Excellent communication skills – written and oral
 | **\*** |  |
| * Able to work as part of a team
 | **\*** |  |
| * Empathetic to learners’ needs
 | **\*** |  |
| * Able to motivate others
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| **Personal Attributes** |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to Continuing Professional Development
 | **\*** |  |
| * Commitment to Diversity
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Motivated
 | **\*** |  |
| * Adaptable
 | **\*** |  |

\*\* Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months.