

**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.