

## Person specification

**Job Title:** Sports Administrator

**Department:** Sports

<b>Feature Sought</b>	<b>Essential Requirement</b>	<b>Desirable Requirement</b>	<b>Assessment Method</b>
<b>Qualifications</b>	Academic qualifications to GCSE level and above	A levels and above First Aid qualification or willingness to train	Certificates
<b>Experience</b>	Admin/ customer based Dealing with enquiries	Front line customer service. Leading /coordinating sports/leisure activities Marketing experience	Questioning and references
<b>Knowledge &amp; skills</b>	Good social skills in dealing with staff, students and stakeholders. Good IT skills Administration skills - well organised and able to prioritise Accuracy Team player Uses own initiative	Experience of working with 16-19 year olds and adults  Worked with data/database systems	Questioning and task
<b>Personal Qualities</b>	Confident Empathetic Approachable Problem solver Team player	Multi-tasking	Questioning Previous work examples and scenario questions
<b>Motivation &amp; Expectations</b>	Customer service Task orientated Enjoy working with young people	Flexible	Questioning and references