

Person specification

Job Title: **Sports Administrator**

Department: **Sports**

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to GCSE level and above	A levels and above First Aid qualification or willingness to train	Certificates
Experience	Admin/ customer based Dealing with enquiries	Front line customer service. Leading /coordinating sports/leisure activities Marketing experience	Questioning and references
Knowledge & skills	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
Personal Qualities	Confident Empathetic Approachable Problem solver Team player	Multi-tasking	Questioning Previous work examples and scenario questions
Motivation & Expectations	Customer service Task orientated Enjoy working with young people	Flexible	Questioning and references