



Person Specification

Centre Assistant

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations
Required by law, and/or essential to the performance of the role
1. Minimum of 5 GCSEs at Grade C/4 or above including English and Mathematics, or equivalent ability evidenced from ability testing
2. Good standard of numeracy and written literacy skills
Experience
3. Experience of using a range of IT systems, including Word, Excel, email and databases
4. Experience of working in a customer facing environment
5. Good written/spoken English
Skills, abilities & knowledge
6. Knowledge of a range of IT systems, including Word, Excel, email and databases
7. Good interpersonal skills
8. Ability to work with minimum supervision and to use initiative
9. Ability to build and sustain good working relationships
10. Ability to retain information and produce accurate/quality work
11. Ability to organise own workload effectively, prioritising tasks and working to defined deadlines
12. Apply confidentiality to all information handled
Behaviours
13. Hope
14. Community
15. Respect
16. Love
Other
17. To be flexible with an adaptable approach to work
18. To undertake training as required

Headteacher: Mrs S Sawtell MA (Oxon) NPQH
 St Osmund's CE Middle School A Church of England Academy
 Barnes Way, Dorchester, Dorset, DT1 2DZ
 Tel: 01305 262897
 Email: office@stosmunds.dorset.sch.uk
www.stosmunds.dorset.sch.uk

Leadership Team:
 Mr P Absolom MA
 Mr S Beet BA
 Mr G Biddle BSc
 Mrs A Boon BA
 Mrs R Gollidge DSBM



Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations
19. NVQ 2 or equivalent in Customer Services
20. NVQ 2 or equivalent in Administration
21. First Aid at Work
Experience
22. Previous experience in a similar function
23. Previous experience of customer care
24. Previous experience of financial administration
Skills, abilities & knowledge
25. Understanding of the work of sports centres
26. Understanding of policy, legislation and developments in the field of work relevant to the function.
27. Knowledge of basic accounting

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