



PERSON SPECIFICATION

Post	LEARNING RESOURCE CENTRE ASSISTANT		DEPT	LEARNING RESOURCE CENTRE
GRADE	SCALE 4		REF No	010-19

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P)
GCSE maths and English (Grades A-C) or equivalent		E	AF
ECDL or equivalent (including word processing, spreadsheets, databases, PowerPoint, internet and email)		E	AF
PTLLS or equivalent teaching qualification		D	AF
Library (vocational or Masters) qualification		D	AF
RELEVANT EXPERIENCE		E / D	MEASURED BY
Experience of supporting users/learners in an educational or library setting		E	AF / I
Experience of creating resources to enhance learning		E	AF / I
Experience of supporting users on computers		D	AF / I
Experience of maintaining student records		D	AF / I
Experience of using library management systems		D	AF / I
Experience of working in a library environment		D	AF / I
Experience of using and managing social media platforms		D	AF/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
Knowledge of digital resources and technologies which support educational users		E	AF / I
Effective communication skills and the ability to enthuse staff and students regarding LRC developments		E	AF / I

Good organisational skills	E	AF / I
Excellent customer service skills	E	AF / I
Able to prioritise and use initiative	E	AF / I
Work effectively under pressure	E	AF / I
Able to work independently and as part of a team	E	AF / I
Able to work in a positive manner in a changing environment	E	AF / I
SPECIAL REQUIREMENTS	E / D	MEASURED BY
Must be prepared to start at 8.30am	E	AF / I
Must be prepared to work an evening as part of a rota (full time position only)	E	AF / I
Commitment to Equality & Diversity Policy and practice within the workplace	E	AF / I
Ability to demonstrate commitment to safeguarding children & vulnerable adults	E	AF / I