



PERSON SPECIFICATION

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| POST | LEARNING RESOURCE CENTRE ASSISTANT | | DEPT | LEARNING RESOURCE CENTRE |
| GRADE | SCALE 4 | | REF NO | 001-20 |

| 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 |

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| 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 |