



Learning Resource Centre Manager - Person Specification

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	A good standard of general education, including Literacy and Numeracy at a minimum of level 2 (or equivalent)	✓		A & C
	Experience of working in a Library / Resource Centre	✓		A & I
	Experience of working with young people	✓		A & I
	Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	✓		A & I
	Experience of working in the Education sector, ideally within a secondary school environment		✓	A & I
	Up to date knowledge of literature aimed at secondary school aged children and young adults		✓	A & I
Personal and interpersonal	Interacting and Presenting - Presenting and Communicating Information Speaks clearly and fluently; Expresses opinions, information and key points of an argument clearly; Makes presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects credibility			A & I
	Organising and Executing - Planning and Organising Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones			I
	Creating and Conceptualising - Learning and Researching Rapidly learns new tasks and quickly commits information to memory; Gathers comprehensive information to support decision making; Demonstrates a rapid understanding of newly presented information; Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback); Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation)			I
	Supporting and Co-operating - Working with People Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight			I
	Adapting and Coping - Coping with Pressures and Setbacks Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Maintains a positive outlook at work; Handles feedback well and learns from it			I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I

* A = application, C = clearances, I = interview, T = task