# PERSON SPECIFICATION

**POST TITLE: LRC Manager GRADE: 7**

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|  |  |  | **RELEVANT CRITERIA** | **HOW IDENTIFIED** | **ESSENTIAL/**  **DESIRABLE** |
| 1. | **EDUCATION & QUALIFICATIONS** | 1.1 | GCSE at grade C or above or equivalent in English and Maths | Application Form/Certificates | A |
| 2. | **KNOWLEDGE & EXPERIENCE** | 2.1  2.2  2.3  2.4  2.5  2.6 | High levels of literacy in order to be able to support students learning  Knowledge of and interest in Secondary Education  Experience of working with IT packages and equipment  Understanding importance of Equal Opportunities and Health and Safety at Work  Experience of working with children in a school environment  Experience of working in a library environment | Application Form/Selection Process  Application Form/Selection Process  Application Form/Selection Process  Application Form/Selection Process  Application Form/Selection Process  Application Form/Selection Process | A  A  A  B  B  B |
| 3. | **TECHNICAL SKILLS/ABILITY** | 3.1  3.2  3.3  3.4 | Ability to be able to contribute to effective team work  Ability to assimilate and present data with accuracy and attention to detail  Excellent organisational skills and the ability to prioritise own workload  Willingness to be flexible | Application Form/Selection Process  Application Form/Selection Process  Application Form/Selection Process  Application Form/Selection Process | A  A  A  A |

**Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus.**

**We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please advise us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.**

**Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.**