

TORQUAY GIRLS' GRAMMAR SCHOOL



Person Specification: Learning Resource Centre (LRC) Supervisor

| | Essential | Desirable |
|---|-----------|-----------|
| Ability to use ICT software | X | |
| Effective communication skills | X | |
| Good organisational skills | X | |
| Knowledge of library management systems | | X |
| Knowledge of children's literature and children's resources to support the curriculum | | X |
| Knowledge and understanding of library and information skills | | X |
| Commitment to equality and diversity issues | X | |
| Ability to work constructively as part of a team and use own initiative | X | |
| Ability to comply with policies and procedures relating to Safeguarding, confidentiality, data protection and equal opportunities | X | |
| Ability to assume responsibility for your own work | X | |
| First aid qualified or willing to undertake training | | X |