

PERSON SPECIFICATION
Learning Resource Centre Co-ordinator

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful experience working in a learning environment Educated to Level 2 or equivalent
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general understanding of the school environment
	Literacy	Excellent reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Ability to use photocopier Good working knowledge of ICT to support learning
Communication	Written	Ability to write reports, letters etc.
	Verbal	Ability to use clear language to communicate to students unambiguously Ability to listen effectively
	Languages	To overcome communication barriers with students and adults
	Negotiating	Ability to negotiate effectively with students and staff
Working with children	Behaviour Management	Understand and demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment
	SEN	Successful completion of training to support SEN if appropriate
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand and support the importance of physical and emotional wellbeing

Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting students with their learning and progress
	Relationships	Ability to establish rapport and respectful and trusting relationships with students, colleagues and other adults
	Team work	Ability to work effectively with colleagues and other adults in the school Flexible and adaptable attitude to work, colleagues and management
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Strong organisational skills Ability to work accurately with attention to detail
	Line Management	Management of other colleagues during break time and after school sessions
	Time Management	Ability to use own initiative, plan and manage own time effectively Ability to work effectively under pressure and remain calm
	Creativity	Demonstrate creativity and an ability to resolve problems independently
	Adaptability	Ability to respond to urgent requests and resolve problems, as well as re-prioritise in order to assist students, colleagues and management
General	Equalities	Demonstrate a commitment and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection and safeguarding procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role and attend any relevant training and gain any relevant qualifications