**PERSON SPECIFICATION – Learning Resource Assistant**



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| **SELECTION CRITERIA (no priority order)** | | |
| **Experience and Qualifications** | **Essential/Desirable** | **Assessed by Application Form, Interview, Reference** |
| **QUALIFICATIONS** |  |  |
| **Maths and English GCSE (or equivalent) Grade C or above**  **Qualification in the use of computer software/ word processing**  **Further education / Librarian qualification** | **E**  **D**  **D** | **AF/I**  **AF/I**  **AF/I** |
| **EXPERIENCE** |  |  |
| **Experience of working in a learning environment**  **Experience of working with and supervising young people**  **Excellent IT skills, including Microsoft Office, databases and web based information**  **Knowledge of SIMS (School Information Management Software)**  **Experience of supporting young** | **D**  **E**  **D**  **D**  **D** | **AF/I/R**  **AF/I/R**  **AF/I/R**  **AF/I/R**  **AF/I** |
| **SKILLS AND ATTRIBUTES** |  |  |
| **Excellent interpersonal skills**  **Ability to work on own initiative**  **Good written and verbal communications skills**  **Excellent team worker**  **Enthusiastic, conscientious and hardworking**  **Discretion and the ability to keep information confidential at all times**  **Willingness to be flexible**  **Empathy with young people** | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | **AF/I**  **AF/I**  **AF/I**  **AF/I**  **AF/I**  **AF/I/R**  **AF/I**  **AF/I** |
| **OTHER REQUIREMENTS** |  |  |
| **Suitable to work with children and young people** | **E** | **I/R** |