**PERSON SPECIFICATION – Learning Resource Assistant**



|  |
| --- |
| **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** |