



1666

SIR THOMAS RICH'S SCHOOL

GLOUCESTER

PERSON SPECIFICATION

JOB TITLE: **Learning Resource Centre Manager**

	Essential	Desirable
QUALIFICATIONS		
GCSE or equivalent Grade C or above in English Language and Mathematics	*	
Professional qualification in librarianship	*	
Chartered member of CILIP		*
KNOWLEDGE AND SKILLS		
Excellent working knowledge of Microsoft Office	*	
Knowledge of the Schools Information Management System (SIMS)		*
Knowledge of the current educational framework	*	
The ability to work independently, show initiative and be self-motivating	*	
A willingness to be a 'Team Player'	*	
Ability to manage a variety of competing priorities and meet deadlines	*	
Pleasant, courteous and professional	*	
Accuracy in handling data	*	
Strong organisational ability	*	
Excellent communication skills both written and verbal	*	
Reader development initiatives		*
Knowledge of Safeguarding procedures	*	
Knowledge of Data Protection regulations	*	
Ability to think creatively and strategically, thinking ahead to prevent problems arising	*	
Ability to manage and disseminate information in a range of different media	*	
Behaviour management skills		*
EXPERIENCE		
Experience of working in a school	*	
Experience of using library specific software eg Accessit	*	
PERSONAL QUALITIES		
Reliable and hardworking with a sense of humour	*	
Proven organisational skills	*	
Excellent communication skills, eg ability to deal sensitively with people	*	
Ability to resolve conflicts with tact and diplomacy	*	
Ability to relate to children and adults, diverse in age and background	*	
Friendly and approachable manner	*	
Willingness to be flexible in working hours and type of work	*	
Ability to adapt to changing and challenging circumstances	*	
The ability to think ahead to prevent problems arising		*
Operates calmly and effectively	*	
An eye for detail	*	
Commitment to safeguard and promote the welfare of children and young people	*	