

#  PERSON SPECIFICATION

**Post: Learning Resources Administrator**

## Responsible to: Learning Resources Manager

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| **E: Essential**  | **D: Desirable**  |

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|  **CRITERIA** | **E** | **D** | **METHOD OF ASSESSMENT** |
|  **QUALIFICATIONS**  |
| 1. Evidence of at least five GCSEs (grades A-C) or equivalent, including English and Maths.  |  |  | Application Form  |
| 2. Recognised IT qualification (e.g. CLAIT, ECDL) |  |  | Application Form |
|  **EXPERIENCE**  |
| 1. Experience of working in an educational environment  |  |  | Application Form/ Interview/References  |
| 2. Experience of working with Learning Resources |  |  | Application Form/ Interview  |
| 3. Experience of working with or using Virtual Learning Environments |  |  | Application Form/ Interview  |
| 4. Experience of managing equipment and resources. |  |  | Application Form/ Interview |
| 5. Experience in the use of core software, such as MS Word, Access and Excel. |  |  | Application Form/ Interview |
| 6. Experience of providing excellence in a customer service role |  |  | Application Form/ Interview |
|  **SKILLS/ABILITIES** |
| 1. Good organisational skills with the ability to prioritise |  |  | Application Form/ Interview  |
| 2. Excellent interpersonal skills and ability to communicate clearly with others  |  |  | Application Form/ Interview  |
| 3. Able to work on own initiative, unsupervised as well as cooperatively in a team.  |  |  | Application Form/ Interview  |
| 4. Ability to seek positive solutions to problems |  |  | Application Form/ Interview  |
| 5. Able to demonstrate an interest in his/her own learning and development and that of others.  |  |  | Application Form/ Interview  |
| 6. Display a passion for reading and a knowledge of wider literature |  |  | Application Form/ Interview |
|  **TRAINING** |
| 1. Willing to undertake staff development commensurate with this post  |  |   | Application Form/ Interview  |
| **OTHER**  |
| 1. Demonstrate a clear understanding of issues in relation to safeguarding children, young people and vulnerable adults  |  |  | Application Form/ Interview  |
| 2. Demonstrate a clear understanding of equal opportunities and diversity issues  |  |  | Application Form/ Interview |
| 3. Demonstrate a genuine commitment to the highest standards of customer care  |  |  | Application Form/ Interview |