

RANGE HIGH SCHOOL

PERSON SPECIFICATION PROFORMA – LEARNING RESOURCE CENTRE MANAGER

Personal Attributes Required	Essential (E) or Desirable (D)	Stage Identified
<u>QUALIFICATIONS/TRAINING</u>		
<ul style="list-style-type: none"> • GCSE (or equivalent) in English and Mathematics 	E	A
<ul style="list-style-type: none"> • A minimum of NVQ3 level relevant library and information qualifications or comparable relevant experience 	E	A
<ul style="list-style-type: none"> • Fully qualified Chartered Librarian 	D	A
<u>EXPERIENCE</u>		
<ul style="list-style-type: none"> • Experience of working in a school environment 	D	A/I
<ul style="list-style-type: none"> • Experience of working with children of secondary age 	E	A
<ul style="list-style-type: none"> • Experience of utilising ICT to access and retrieve information 	E	A
<ul style="list-style-type: none"> • Experience of working in a library 	D	A/I
<ul style="list-style-type: none"> • Ability to communicate effectively orally and in writing 	E	A/I
<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
<ul style="list-style-type: none"> • Excellent interpersonal skills 	E	A/I
<ul style="list-style-type: none"> • Computer literate 	E	A/I
<ul style="list-style-type: none"> • Ability to work using initiative 	E	A/I
<ul style="list-style-type: none"> • Ability to work as part of an effective team 	E	A/I
<ul style="list-style-type: none"> • Ability to be flexible 	E	A/I
<u>SPECIAL REQUIREMENTS</u>		
<ul style="list-style-type: none"> • Commitment to working in partnership with staff, students, parents, governors and the wider community 	E	I
<ul style="list-style-type: none"> • Commitment to equal opportunities 	E	I

A = Application Form
I = Interview

Prepared by: Mr A Pritchard
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