logon

**PERSON SPECIFICATION**

**LEARNING RESOURCES CENTRE ASSISTANT**

**Full time - Permanent**

As well as meeting the criteria listed below, the successful candidate will have provided a strong supporting statement explaining their reasons for applying for the post and addressing the responsibilities identified in the Job Description.

**ESSENTIAL**

The successful candidate will:

**Experience and Skills**

* Have a customer service or Library background
* Have capacity to use initiative, to remain calm and to cope with the unexpected
* Have excellent interpersonal and communication skills
* Have a good general standard of education, minimum GCSE English or equivalent
* Have the ability to work effectively as part of a team
* Have an affinity with 16-19-year olds

**Professional qualities**

* Have the ability to work in a busy environment and under time pressure
* Have the ability to maintain discipline and, when appropriate, to challenge behaviour with tact and diplomacy
* Patience and firmness in dealing with students
* Be well organised and self-motivated
* Be prepared to be flexible
* Resilience

**DESIRABLE**

The successful candidate may:

* Have previous experience of working in a Library/ busy demanding environment
* Have good IT skills using basic Microsoft Office packages
* Have previous experience of working in a school or college in a similar or related role