

PERSON SPECIFICATION
LEARNING RESOURCES CENTRE ASSISTANT
Part Time – 20 hours per week x 41 weeks

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 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 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