**Learning Resource Centre Manager**

**CRITERIA FOR APPOINTMENT/PERSON SPECIFICATION**

**TRAINING AND QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** |  |
|  |  |  |
| Advanced level qualifications in relevant subjects eg. English Literature, English Language or Level 3 vocational qualification in relevant subject eg. Library, Information and Archive Services. | E |  |
| Relevant IT training/qualifications. | E |  |
| Work based training or CILIP (Chartered Institute Chartered Institute of Library and Information Professionals) qualification. | D |  |
|  |  |  |

**PROFESSIONAL KNOWLEDGE AND UNDERSTANDING**

The successful candidate will be able to demonstrate skill, knowledge and understanding in the areas listed below

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** |  |
|  |  |  |
| * A clear vision regarding delivery of this role in a digital world.
 | E |  |
|  |  |  |
| * Customer skills and administrative skills.
 | E |  |
|  |  |  |
| * Knowledge of English language.
 | E |  |
|  |  |  |
| * Flexibility and the ability to work well with others.
 | E |  |
| * Library/LRC systems and relevant ICT packages.
 | D |  |
| * Literacy development packages/systems.
 | D |  |

|  |  |  |
| --- | --- | --- |
|  | E |  |
| * Customer service skills/admin. skills.
 |  |
| * The principles and practice of effective library/LRC organisation.
 | E |  |
| * Strategies to promote and literacy.
 | D |  |
| * Understanding of the distinctive ethos of the school.
 | E |  |

**PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES**

The successful candidate will be able to provide evidence of personal capacity to:

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** |  |
| communicate effectively to a range of audiences and in a range of media; | E |  |
| * build and maintain effective relationships;
* prioritise, plan and organise themselves and others;
* seek and take account of the views of others;
* develop effective teamwork;
 | E |  |
| and convey personal enthusiasm, commitment, resilience and drive.  | E |  |

**APPLICATION FORM AND LETTER**

|  |  |  |
| --- | --- | --- |
|  | **Essential or Desirable** |  |
| Application form to be completed in full and legible. | E |  |
| Supporting statement to be clear, concise and related to the specific post and appointment criteria *(two sides of A4; font 12; portrait)* | E |  |

**CONFIDENTIAL REFERENCES AND REPORTS**

|  |  |  |
| --- | --- | --- |
|   |  |  |
| A positive recommendation from current employer. | E |  |
| A second professional reference. | E |  |