Northern Education Trust
Post: Learning Resource Centre Administrator
PERSON SPECIFICATION

			Assessed by:	
No	**Categories**	**Essential / Desirable**	**App Form**	**Interview / Task**
QUALIFICATIONS				
1.	GCSE English and Maths A-C	E	✓	
EXPERIENCE				
2.	Recent experience of working in a library or other similar environment	E	✓	
3.	Managing library stock	E	✓	✓
4.	Working in a team environment	E	✓	✓
5.	Administrative Work	E	✓	✓
6.	Use of appropriate technologies	E	✓	✓
7.	Liaison with staff	E	✓	✓
8.	Use of own initiative	E	✓	✓
9.	Experience of working in a school	D	✓	
10.	Experience in use of SIMS	D	✓	✓
11.	Supporting with publicity and events	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
12.	Library information, services and resources	E	✓	✓
13.	The value of reading	E	✓	✓
14.	Excellent numeracy and literacy skills	E	✓	✓
15.	Outstanding communication skills – verbal and written	E	✓	✓
16.	Be able to work under pressure	E	✓	✓
17.	Excellent organisational skills	E	✓	✓
18.	Ability to empathise with and enjoy helping your people of all abilities and cultures	E	✓	✓
19.	Ability to prioritise and delegate effectively	E	✓	✓
20.	Ability to identify own and others' training & development needs and cooperate with appropriate individuals to address these.	E	✓	✓

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23.	Exhibit strong interpersonal skills and due consideration for others.	E	✓	✓
24.	Empathy with students and staff	E	✓	✓
25.	Proactive approach to work	E	✓	✓
26.	Willingness to work flexibly when required	E	✓	✓
PERSONAL QUALITIES				
27.	Pleasant and friendly manner	E	✓	✓
28.	Polite and punctual	E	✓	✓
29.	Reliable	E	✓	✓
30.	A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.