

PERSON SPECIFICATION

Position	Learning Resources Centre (LRC) Manager	Location	The Beacon School
EXPERIENCE			
ESSENTIAL			
<ul style="list-style-type: none"> • Understanding the role and function of a Learning Resources Centre • Using IT at work • Liaising with other staff 			
DESIRABLE			
<ul style="list-style-type: none"> • Library or teaching experience • Knowledge and understanding of education • Evidence of dealing with young people • Practical experience of using IT in terms of teaching and resource based learning • Experience of using the Accelerated Reader system 			
PERSONAL			
ESSENTIAL			
<ul style="list-style-type: none"> • Excellent interpersonal skills with the ability to relate effectively with students, parents and staff • Personal drive and enthusiasm to promote reading for pleasure across the school • Sensitive to the needs of a diverse age and ability range of students • The ability to effectively organise LRC related events • Proactive with the ability to work independently • The ability to deal independently with large numbers of unsupervised students • Smart and well presented • Have a commitment to equal opportunities • Have a commitment to safeguarding and promoting the welfare of children and young people 			
DESIRABLE			
<ul style="list-style-type: none"> • A broad general knowledge • Keen interest in all aspects of school life 			