

Learning Resource Centre Support Officer

	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS			
GCSE grade C or equivalent in English and Maths	✓		A/C
Have a qualification in librarianship		✓	A/I
EXPERIENCE			
Experience working in a library		✓	A/I/R
Experience of working with young people	✓		A/I/R
SKILLS			
Be able to effectively manage groups, encouraging reading and the enjoyment of literature	✓		A/I/R
Be knowledgeable and enthusiastic about literature	✓		A/I/R
Have good numeracy and literacy skills and the ability to undertake basic clerical duties	✓		A/I
Be able to work under his/her own initiative and have a positive approach to problem solving.	✓		A/I/R
Display commitment to the protection and safeguarding of children	✓		A/I/R
Be able to work constructively as part of a team	✓		A/I/R
Have the creative ability to ensure the library is a stimulating environment	✓		A/I/R
Good communication skills	✓		A/I/R
Knowledge, understanding and competence in ICT	✓		A/I/R
Behaviour management skills	✓		A/I/R
Advanced research skills	✓		A/I/R

Key: Ess=Essential, Des=Desireable, MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate