

Person Specification

Role	Learning Resource Centre Supervisor	Last Reviewed	March 2025
-------------	--	----------------------	------------

Importance of a Person Specification

When shortlisting, the below criteria will be assessed as either *Essential (E)* or *Desirable (D)*. These criteria are reviewed throughout the selection process and will be considered if there is evidence in your *Application Form (AF)*, your *Supporting Statement (SS)* or if we further our criteria seeking at the *interview stage (I)*. Your application form therefore needs to identify and provide some examples of how and why you feel you can demonstrate some or all of the criteria below.

JE	Criteria	Essential / Desirable	How Assessed
	Personal Qualities		
II2	Ability to take own initiative and prioritise own workload with little or no supervision	E	AF/SS/I
IC2	Good interpersonal skills	E	AF/I
IC2	Ability to provide information and guidance to a variety of audiences	D	AF/I
	Ability to work as part of a team and on your own	E	AF
MC3	The ability to multi-task and prioritise	E	I
MC2	Good data entry skills	E	SS/I
	Knowledge & Skills		
AS3	Good analytical skills and the ability to analyse complex information	E	AF/SS/I
IC3	Ability to impart knowledge and / or skills	E	AF/SS
IC3	Experience in providing training and / or motivating others	D	AF/SS
K3	Good literacy and numeracy skills required	E	AF/SS
	Knowledge of Positive Behaviour Support strategies and de-escalation techniques to support the management of challenging behaviour	D	AF/I
	Technical		
	Proficient in IT programmes including Word, Excel and databases	E	AF/SS/I
	Excellent Communication Skills	E	AF/SS/I
	An understanding of how children learn	D	AF/SS/I
	Experience		
	Successful experience of working with young people.	D	AF/SS

	Previous experience in a Learning Resource Centre / Library	D	AF/SS/I
RF2	Previous experience of raising purchase orders and adhering to financial procedures	D	AF/SS
RPh3	Ability to demonstrate high levels of confidentiality and accuracy	E	AF/SS/I
RPh1	Experience in handling or processing information with accuracy, security and confidentiality with normal levels of care	E	AF/SS
Qualifications			
	5 A*-C Grades GCSE including English and Maths	E	AF
	Higher education or significant relevant training and qualification	D	AF
Service			
	A commitment to working for the benefit of others	E	SS / I
	A commitment to working within the expectation outlined in the Catholic purpose of all job descriptions	E	SS / I