

Person Specification for the Post of:
Learning Resource Base (LRB) Supervisor

Attributes	Requirements	Essential	Desirable
Qualifications & Training	Must have at least RQF L2 in English Language and Mathematics	✓	
	Up to date Safeguarding training		✓
	Evidence of continuing professional development.	✓	
	First Aid certificate or willingness to gain one		✓
Experience	Experience of working in an LRB, library or bookshop and providing a customer-focused service		✓
	Previous experience of working in a school		✓
	Experience of using cataloguing systems		✓
	Experience of working effectively in a busy environment, prioritising own workload and dealing with competing priorities and deadlines	✓	
	Experience of working with young people, specifically supervising students		✓
	Substantial knowledge and experience of office IT systems (email, Microsoft 365, Google, etc) and ability to deal with changing office technologies	✓	
	Knowledge and experience of school-based systems such as SIMS, ClassCharts, etc;		✓
	Experience of Adobe Creative Cloud		✓
Personal & Professional Skills & Attributes	An enthusiasm for books & literacy	✓	
	Excellent interpersonal skills and the ability to build effective relationships with students and staff	✓	
	Excellent verbal and written communication skills	✓	
	Knowledge of effective behaviour management policies and strategies so as to contribute to effective learning environments		✓
	Ability to work as an effective team player, using initiative and assuming responsibility when necessary	✓	
	Confidence and ability to ask questions relating to achieving tasks	✓	
	Willingness to work flexibly to suit the needs of the school	✓	
	Ability to research and analyse information	✓	
	High level administrative skills with an excellent eye for detail	✓	
	A good sense of humour with the ability to demonstrate commitment, drive and enthusiasm	✓	
	An accurate and well organised approach to work	✓	
	An understanding of the need for confidentiality when dealing with sensitive information	✓	
	Honesty and Integrity	✓	
	Ability to work calmly under pressure and to adapt quickly and effectively to changing circumstances or situations	✓	
	Knowledge of issues surrounding safeguarding, Child Protection, Prevent Duty and the care of Looked After Children	✓	
Other	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Willingness to identify own training and development needs and participate in development and training opportunities	✓	
	Set a good example in terms of dress, punctuality and attendance	✓	
	Contribute actively to the wider life of the school	✓	