



**PERSON SPECIFICATION: LEARNING RESOURCE CENTRE ADMINISTRATOR**

**SALARY RANGE: GRADE E (SCP 11-16)**

**HOURS PER WEEK: 36 (MON-FRI)**

**WEEKS PER ANNUM: TTO + 8 Days (SALARY PRO RATA)**

**RESPONSIBLE TO: DEEP LEARNING SLT FOR LEARNING**



**JOB PURPOSE:** Manage and encourage students’ use of the Learning Resource Centre (LRC)

To support teaching and learning within curriculum departments through students use of the LRC and the provision of resources.

**COLLEGE VALUES:** The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

**EDUCATION/QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL INSTITUTIONS**

- GCSE or equivalent including Mathematics and English at grade C / grade 4 or above (E)
- GCE Advanced Level or equivalent qualification (D)

**EXPERIENCE**

- Recent experience of working in a library or other similar environment (E)
- Managing library stock (E)
- Working in a team environment (E)
- Administrative Work (E)
- Use of appropriate technologies (E)
- Liaison with staff (E)
- Use of own initiative (E)
- Experience of working in a school (D)
- Experience in use of SIMS (D)
- Supporting with publicity and events (D)

**ABILITIES, SKILLS & KNOWLEDGE:**

- Library information, services and resources (E)
- The value of reading (E)
- Excellent numeracy and literacy skills (E)
- Outstanding communication skills – verbal and written (E)
- Be able to work under pressure (E)
- Excellent organisational skills (E)
- Ability to empathise with and enjoy helping your people of all abilities and cultures (E)
- Ability to prioritise and delegate effectively (E)
- Ability to identify own and others’ training & development needs and cooperate with appropriate individuals to address these. (E)
- Exhibit strong interpersonal skills and due consideration for others. (E)
- Empathy with students and staff (E)
- Proactive approach to work (E)
- Willingness to work flexibly when required (E)

**PERSONAL QUALITIES:**

- Pleasant and friendly manner (E)
- Polite and punctual (E)
- Reliable (E)
- A commitment to working as part of the whole school team and supporting the vision and aims of the school (E)

Category (E) – ESSENTIAL – without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES – which would normally enable the successful candidate to perform the duties and tasks better and more effectively than one who did not have the qualification, training, experience etc.

#### **GENERAL INFORMATION**

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.