



Person Specification

Job Title: LRC Manager

| Qualifications | Essential | Desirable |
|---|------------------|------------------|
| Level 2 qualifications in English and Maths or equivalent | ✓ | |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post | ✓ | |
| Experience | | |
| Experience of working in a school environment | | ✓ |
| Experience of working in a library/learning resource environment | ✓ | |
| Skills | | |
| Ability to effectively communicate with a wide range of | ✓ | |
| Ability to respect and maintain confidentiality | ✓ | |
| Ability to use standard ICT packages including Microsoft Office | ✓ | |
| Excellent time management and organisation skills | ✓ | |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues | ✓ | |
| Understanding of academy child safeguarding procedures | | ✓ |
| Other | | |
| Satisfactory DBS check | ✓ | |