

LRC COORDINATOR – PERSON SPECIFICATION

General heading	Detail	Desirable
Qualifications & Experience	Specific qualifications & experience	Experience of delivering an efficient and effective school library service Experience of supervision of staff Educated to NVQ Level 3
	Knowledge of relevant policies and procedures	Understanding of school library policy
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Numeracy or equivalent
	Technology	Ability to maintain computerised library records and use administrative IT packages
Communication	Written	Ability to write reports
	Verbal	Ability to use clear language to communicate information unambiguously
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Ability to give clear instructions
Working with children	Behaviour Management	Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of pupils whilst using the library
	SEN	Ability to support children through appropriate resources in support of teaching and learning
	Curriculum	Good understanding of the school curriculum in support of learning materials
	Child Development	Awareness and understanding of child development in relation to library resources
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions accurately Ability to deal with unexpected problems
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

