**PERSON SPECIFICATION**

**JOB TITLE:** Learning and Study Centre Advisor

**DIRECTORATE:** Quality & Learning

**Information for candidates:**

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below.

Applications from people with disabilities will be assessed based on the specification criteria to carry out the duties of the post.

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| **Criteria** | **Essential**  Where  Relevant | **Desirable**  where  relevant |
| **Skills and Abilities**  1. Good general IT skills e.g. ECDL  2. Good information retrieval skills  3. Excellent communication skills,  (written and oral) | **√** | **√**  **√** |
| **Experience**   1. Previous experience in library work or previous experience of customer service work with the public, especially young people 2. Work with IT. | **√** | **√** |
| **Education and Qualifications**   1. Good general education (5 GCSE grades A-C minimum) 2. Good General Knowledge and an interest in current events. | **√**  **√** |  |
| **Other**   1. Pleasant approachable personality with a ‘can do attitude’ 2. Understanding and Empathy with young people 3. Good team player, punctual, reliable and flexible 4. Accurate, methodical, excellent attention to detail 5. Reasonable level fitness 6. Able to use own initiative, work under pressure and prioritise 7. Have a keen interest in up and coming technologies 8. Candidates will take responsibility for safeguarding and promoting the welfare of children and will therefore be suitable to work with children | **√**  **√**  **√**  **√**  **√**  **√**  **√** | **√** |