

JOHN COLET SCHOOL

Personal Specification

Job Title: Learning Resources Centre Co-ordinator

	Essential	Desirable	How identified
Qualifications			
B Grade / Level 5 or above in English and Maths	✓		App
Degree level qualification or equivalent		✓	App
Experience			
Experience of working or volunteering within an educational or youth setting	✓		App / Int
A passion for literature with wide knowledge of fiction and non fiction texts	✓		App / Int
Experience of working in a library setting and/ or working with library management systems	✓		App / Int / Ref
Skills			
Must be well organised	✓		Int
Must be well presented	✓		Int
Excellent interpersonal skills so that relationships with colleagues are professional and supportive and a sense of team work is developed	✓		App / Int / Ref
Ability to work hard under pressure while maintaining a positive, professional attitude	✓		App / Int / Ref
The capacity to work smart and manage and direct one's own workload so that deadlines are met, lessons are well prepared and a work life balance is maintained.	✓		Int / Ref
Competent use of word processing software, data software (e.g. excel) and other digital platforms	✓		Int / Ref
Clear and confident written and spoken English	✓		App / Int / Ref
Good communication skills in a variety of contexts (verbal, email, written) and with people at all levels	✓		
Knowledge and Understanding			
Knowledge of a wide range of texts relevant to young people	✓		App / Int
Understanding of barriers to reading	✓		App / Int / Ref
Awareness of safeguarding issues	✓		App / Int
Equal Opportunities			
Understanding of different social backgrounds of pupils	✓		Int / App
Understanding of inclusivity	✓		App / Int / Ref
Awareness of school ethos		✓	App / Int

September 2025