

Person specification

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| Job title: LRC Coordinator | Grade: E SCP 9 -15 |
| School: Witton Park Academy | |
| Requirements (based on the job description) | Essential (E) or desirable (D) |
| Qualifications <ul style="list-style-type: none"> • Minimum 5 GCSE's (or equivalent) Grade C or above including Maths and English | E |
| Experience <ul style="list-style-type: none"> · Experience of working with children in an educational setting · Experience in developing and maintaining accurate pupil record · Experience of a library management system · Using ICT packages, especially Google and Microsoft · Experience of working within an office/school environment | E D D E E |
| Knowledge, skills and abilities <ul style="list-style-type: none"> · General administration/clerical skill · Ability to work on own initiative and as part of a team · Ability to multi-task and work under pressure · Ability to manage and prioritise own workload · Be able to communicate effectively both face to face and over the telephone · Ability to maintain confidentiality and discretion at all time - Have first aid experience or be willing to undertake first aid training and to administer first aid -Ability to relate well to children and adults -Ability to promote a positive ethos and role model positive attributes -Ability to work with children at all levels regardless of specific individual need -The ability to manage behaviour of children in a positive and supportive manner -Able to improve their own practice through observations, evaluation and discussion with colleagues | E E E E E E D E E E E |
| Other (including special requirements) <ol style="list-style-type: none"> 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to sustaining regular attendance at work | E E E E |

