



PERSONNEL SPECIFICATION

JOB TITLE: Learning Support Officer

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential. The Personnel Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and short-listing candidates.

What does the job require in the way of:	Essential	How Identified
1. Physical	<ul style="list-style-type: none"> ▪ Smart appearance. Able to communicate clearly. Personable manner. 	Job and medical history from application form and references. Performance on interview process.
2. Qualifications & Training	<ul style="list-style-type: none"> ▪ Basic numeracy and literacy qualifications (Level 1+) or equivalent ▪ Competent in the use of IT 	Formal possession of an appropriate qualification to be verified at interview or from records.
3. Experience	<ul style="list-style-type: none"> ▪ Experience of working with black & minority ethnic communities (BME) ▪ Experience of working with voluntary and community groups in particular BME groups. 	Past employment activity record.
4. Skills/Abilities	<ul style="list-style-type: none"> ▪ Good level of communications skills ▪ Attention to detail 	Qualifications held and demonstration of knowledge at interview.
5. Personal Attributes	<ul style="list-style-type: none"> ▪ Able to follow instructions ▪ Understands limits of own responsibility ▪ Able to meet tight 	Ensuring candidates are aware of these requirements from the job description and interview.

	<p>deadlines</p> <ul style="list-style-type: none"> ▪ Able to concentrate on routine tasks ▪ Able to work on own initiative and as part of the team ▪ Able to deal with a high volume of work ▪ Able to work efficiently ▪ Positive and flexible attitude to work 	
Other Factors	<p>Good attendance record Reliable and punctual with flexible attitude towards working hours to meet service needs Willingness to learn</p>	Presentation & Interview