



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

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