

Linden Lodge School
Learning Resource Centre Advisor

Education and Training			
Essential Criteria		Desirable Criteria	
Excellent literacy and numeracy skills (minimum of grade C at GCSE or equivalent in both English and Maths).		Qualification in uncontracted and/or contracted Unified English Braille.	
Achievements and Experience			
Essential Criteria		Desirable Criteria	
Strong computer skills, including proficiency in using the Microsoft Office suite, particularly Word, Publisher and Excel.		An interest in photography.	
Experience of using platforms such as Adobe Creative Cloud and/or Canva to design materials.			
Experience of preparing and using uncontracted UEB in a range of settings and circumstances.		Experience of preparing and using contracted UEB in a range of settings and circumstances.	
Skills & Abilities			
Essential Criteria		Desirable Criteria	
Excellent communication skills, written and verbal.		Experience of using Tinkercad and/or Fusion 360, and Ultimaker Cura to create 3D prints.	
Experience of working with or caring for young people.		Experience of working with students with a vision or hearing impairment.	
Exceptional attention to detail when designing and producing resources.			
Ability to work effectively independently and collaboratively as part of a team.			
Ability to prioritise workload effectively and work under pressure, producing high quality work that meets all deadlines.			
Ability to problem-solve for any issues that arise when producing resources.			
Creative thinker able to use one's initiative to produce resources tailored to each pupil's needs.			
Ability to accurately use a range of tools to produce braille resources including (but not limited to) Perkins brailler and embossing software.			
Ability to accurately and efficiently upload data to school systems.			