

PERSON SPECIFICATION

Job Title:	Performance Resources Assistant
Department:	Technical and Performance Resources
Summary of Duties & Responsibilities:	<ul style="list-style-type: none"> To be responsible for the operation of an equipment loaning service, operate a limited shop function for peripheral accessories, and to facilitate the use of recording studio, performance, rehearsal and practice spaces within the conservatoire campuses.
	<ul style="list-style-type: none"> To support the maintenance and administration of the instrument and equipment inventory, tracking asset usage and supporting continuity of stock.
	<ul style="list-style-type: none"> To support the systems and processes delivering equipment to locations for events and teaching activities for all conservatoire functions.

Key

E = Essential Criteria for Post

D = Desirable Criteria for Post

A = Application Form

I = Interview

R = Reference

T = Test

C = Certificate/Documentary Evidence

✓ = Use in how measured

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
QUALIFICATIONS & ATTAINMENTS						
1. Educated to A level standard or equivalent	E	✓				✓
EXPERIENCE & KNOWLEDGE						
2. Experience of working in an environment where customer care is centred, and in a front line customer service role.	D	✓	✓			
3. Knowledge of, and or experience working with musical instruments and peripheral equipment.	D	✓	✓			
4. Experience using software such as MS Office, spreadsheets, or database software.	E	✓	✓			
SKILLS & COMPETENCIES						
5. Excellent organisation skills, ability to coordinate multiple information sources.	E	✓	✓			
6. The ability to physically handle a range of instruments and equipment, sometimes carrying them between sites.	E	✓	✓			
7. Excellent communication skills, both verbally and in writing.	E	✓	✓			

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	C
8. Ability to manage varied workflows with minimal supervision.	E	✓	✓			
VALUES & ETHOS						
9. Commitment to the Conservatoire's support and promotion of Equality and Diversity	E		✓			
10. Commitment to Safeguarding young people and vulnerable adults	E		✓			
WORK CIRCUMSTANCES						
11. Able to work weekends both Saturday and Sunday, and occasional weekdays as required.	E	✓	✓			
CRIMINAL RECORDS BUREAU DISCLOSURE						
12. Offer of employment will be made subject to an enhanced disclosure, which will be sought by the Conservatoire for the successful applicant.	E					✓

APPROVAL OF PERSON SPECIFICATION - LCOM	
Compiled By:	Kit Sleeman
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