Commitment to Learning 

High Expectations

All Can Succeed

Confidence and courage

Everyone Valued Equally

**School Librarian**

**Person Specification**

This Person Specification gives a description of the skills, abilities and qualities that are required by the post holder. It is a particularly important document to consider when you are writing your application form as it provides a “benchmark” against which applicants will be short listed. Only candidates who can demonstrate that they meet the criteria will be invited to interview.

# Essential

**EXPERIENCE**

* At least two years working in a library or information centre
* Experience of working with young people preferably in a secondary school setting

**KNOWLEDGE/ SKILLS**

* Passionate about the importance of literacy for young people
* Comfortable delivering group talks and facilitating work with groups of students or staff
* Able to lead and support new initiatives within subjects and across the school delivering projects such as accelerated reading
* The ability to manage and disseminate information in a range of different media
* An awareness of current educational practice and a keen interest in teaching, learning, and Continuing Professional Development
* Understanding of legal compliance and best practice for managing libraries and resources
* Excellent communication and strong organisational skills
* Be a proactive team member within the wider staff community
* Budget management skills
* Knowledge, understanding and competence in ICT
* Behaviour management skills
* Learning support skills
* Displays commitment to the protection and safeguarding of children and young people
* Commitment to Equal Opportunities
* Initiative and flexibility
* Commitment to providing a high quality service
* Patience and a sense of humour.

Desirable

* Professional qualification in Librarianship
* Awareness of current Health & Safety policies and procedures
* Child Protection trained
* Experience of working with external companies or providers of library services
* Experience working in environments with a broad range of pastoral and special educational needs