



**PERSON SPECIFICATION**

**School Librarian**

ATTRIBUTES	DESCRIPTION	E	D
<b>QUALIFICATIONS</b>	➤ 5+ GCSE or equivalent including English and Maths	✓	
	➤ Degree or equivalent qualification in relevant area		✓
<b>EXPERIENCE</b>	➤ Experience of using the Eclipse software by Micro Librarian Systems		✓
	➤ Experience of working with young people		✓
	➤ Experience of working in a school / education environment		✓
	➤ Experience of working in a library setting		✓
	➤ Experience of using computerised systems	✓	
	➤ Experience of producing displays		✓
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	➤ A knowledge of the Accelerated Reader Programme		✓
	➤ An up to date knowledge of young people's literature		✓
	➤ Excellent communication skills, both written and verbal	✓	
	➤ Excellent interpersonal skills	✓	
	➤ Excellent ICT skills	✓	
	➤ Proven ability to work effectively alone or as part of a team	✓	
	➤ Ability to work on own initiative	✓	
	➤ An understanding of the demands of working in a school environment	✓	
	➤ An ability to work under pressure and to strict deadlines	✓	
	➤ An ability to manage own work load	✓	
<b>OTHER</b>	➤ To demonstrate flexibility, sensitivity and the ability to find solutions	✓	
	➤ Commitment to health & safety	✓	
	➤ Smart, professional appearance	✓	
	➤ Ability to remain calm and professional at all times	✓	
	➤ To have a firm but friendly approach	✓	
	➤ To be positive, enthusiastic and creative	✓	
	➤ Ability to maintain confidentiality and discretion at all times	✓	
	➤ A willingness to undertake any courses necessary to enhance performance	✓	
	➤ Enhanced DBS clearance will be required	✓	
<b>APPLICATION AND LETTER</b>	➤ The letter should be clear and concise (no more than two sides) with organised views	✓	
	➤ The letter should outline your suitability for the role including any relevant experience	✓	
	➤ Application form should be fully completed and clearly legible	✓	