

Person Specification

<u>Knowledge, skills and experience requirements for the post.</u>		
<u>Qualifications</u>	<u>Essential</u>	<u>Desirable</u>
Chartered Librarian or equivalent qualification.	Essential	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	Essential	
<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>
Experience of working in a school environment.	Essential	
Experience of library work, including enquiry and research work.	Essential	
Ability to communicate clearly and effectively with children / young people, both individually and in groups, and with teaching and other colleagues.	Essential	
<u>Skills</u>	<u>Essential</u>	<u>Desirable</u>
Excellent communication and listening skills.	Essential	
Ability to respect and maintain confidentiality.	Essential	
Working knowledge of standard computer packages (word processing, email and spreadsheets.)	Essential	
Good time management and organisation skills including ability to oversee the work of others.	Essential	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues.	Essential	
Understanding of School child safeguarding procedures.		Desirable
<u>Other</u>	<u>Essential</u>	<u>Desirable</u>
Satisfactory DBS Check.	Essential	
Assessed and advised by Health and Well Being.	Essential	