

Person Specification – School Librarian

	Essential	Desirable
Qualifications and experience.	<p>Educated to GCSE or equivalent to Grade C (or above) in English Language and Mathematics</p> <p>Knowledge or working practice in the education sector.</p> <p>Awareness of the importance of data protection, confidentiality and safeguarding.</p> <p>Experience working with young people in a school or college.</p> <p>Experience of successfully building rapport and developing relationships with others.</p>	<p>Further/higher education or library qualifications.</p> <p>Use of school MIS system ideally SIMS.</p> <p>An understanding that barriers to learning exist and can be removed.</p> <p>Previous experience in a similar role.</p>
Knowledge, skills and abilities	<p>Knowledge of policies, procedures and practices for library management.</p> <p>Knowledge, understanding and competence in Microsoft Office365 and library management systems.</p> <p>Health and safety issues as they relate to this particular environment.</p> <p>Good organisational skills and the ability to prioritise own workload.</p> <p>Good communication skills with staff, students and other users of the school library.</p> <p>Ability to analyse the needs of library users and secure appropriate resources to meet those needs.</p> <p>Creativity in making the library an attractive place for students, supporting literacy and developing the research capabilities of students.</p> <p>Behaviour management skills.</p> <p>Ability to lead on the maintenance and control of library stock.</p> <p>Safeguarding requirements for working with children.</p> <p>Excellent written and oral communication, including the</p>	<p>Understanding of managing a budget.</p> <p>An awareness of current educational practice and policy.</p> <p>Knowledge and understanding of academic research in relation to libraries within secondary educational environments.</p> <p>Confidence with audio/visual equipment</p> <p>Understanding of the English secondary curriculum</p> <p>Understanding of the public examination system.</p>

	accurate use of English grammar, punctuation and syntax.	
Personal Qualities and Attributes	Flexibility and adaptability. Self-confidence and the ability to deal with difficult situations. Willingness to take the initiative. Positive outlook. Commitment to further training and development. A genuine commitment to improving the quality of provision for students in our academy. Willingness to represent the academy.	