# Person specification: School Librarian

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| **Qualifications and training**  (Application) | **Essential** | **Desirable** |
| Minimum 4 GCSEs A-C or equivalent | **🗸** |  |
| NVQ Level 3 in Information and Library Service or equivalent relevant qualification |  | **🗸** |

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| **Experience/employment record**  (Application/ Interview/ References) | **Essential** | **Desirable** |
| * 2 years relevant experience * Experience of supervising and appraising others * Good computer skills * Good administrative skills | **🗸** |  |
| * Experience working with young people aged 11 – 18 * Working in a secondary school * Experience of using Eclipse.net |  | **🗸** |

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| **Personal qualities**  (Application/ Interview/ References) | **Essential** | **Desirable** |
| * Resilience * Confident * Patience * Teamwork * Friendly * Approachable * Enthusiastic about literature * Flexible (to cover absences etc) * Organised * Creative & innovative * The ability to converse at ease with members of the public and provide advice and information in accurate spoken English | **🗸** |  |