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
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| * 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
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