**PERSON SPECIFICATION**

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|  | ESSENTIAL | DESIRABLE |
| Education / training | * 5 GCSE at A\*-C including Maths and English, or equivalent * Commitment to ongoing personal development | * Other relevant qualifications |
| Experience | * Experience of working in multi-faceted role | * Has worked in a school environment * Has worked with children aged 11-16 * Library experience |
| Specialist knowledge / skills | * A love of literature * Outstanding literacy and numeracy skills * A proven understanding of how the Library Manager role can help to drive forward school standards * Can work to a high degree of accuracy * Proven ability to work well with, and get the best from, others at all levels within an organisation * A creative approach to provision and promotion of activities relating to the improvement of literacy and communication standards | * Awareness of school curriculum * Knowledge of SIMS school database * Strong analytical skills |
| Personal skills | * Ability to deliver excellent customer service to both adults and children * Ability to plan and prioritise tasks * Outstanding communication skills * Professional resilience * A sensitive and diplomatic approach |  |
| General | * Excellent understanding of safeguarding guidance | * A good understanding of school policies |