**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
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| Experience | * Experience of working in multi-faceted role
 | * Has worked in a school environment
* Has worked with children aged 11-16
* Library experience
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| 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
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| 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
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| General | * Excellent understanding of safeguarding guidance
 | * A good understanding of school policies
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