

Assistant Librarian
Person Specification

Person Specification	Essential	Desirable
<i>Qualifications</i>		
Possess a pass in both English and Mathematics at GCSE / O-Level.	√	
Possess a pass in three A Levels or equivalent	√	
Degree		√
<i>Experience</i>		
Experience working in a library	√	
Experience of working with young people	√	
<i>Skills and Abilities</i>		
Highly organised	√	
Positive, enthusiastic and self-motivated.	√	
Excellent interpersonal and communication skills.	√	
Able to work both under the direction of the Senior Librarian and/or other senior staff, and display initiative.	√	
Excellent Behavioral management skills.	√	
Excellent English reading and writing skills.	√	
Excellent IT skills (training will be given on LMS)	√	
Relate well to children and adults, including teachers, pupils, parents and Governors.	√	
Voracious reader who enjoys a hands-on approach to promoting a love of reading		
Excellent problem solving skills.	√	
Able to maintain confidentiality.	√	
Able to demonstrate sensitivity, diplomacy and tact.	√	
Able to work accurately with attention to detail.	√	

Able to manage own workload (prioritise work, communicate and manage issues, sequence activities).	√	
Able to self-evaluate learning needs and actively seek learning opportunities.	√	

In addition to the above, the successful applicant will be expected:

- To promote the safeguarding and welfare of children and young persons for whom they are responsible or come into contact with;
- To be supportive of and committed to the School's policies on Child Protection;
- To be supportive of the School's policies on Equal Opportunities;
- To be mindful of their personal responsibilities relating to Safety, Health and the Environment;