



Person Specification

Role: School Librarian

	Essential	Desirable	Evidence/ Assessed By
Qualifications & training	English and Maths GCSE at grade C or above (or equivalent).	Professional qualification in librarianship	Application form
Experience	Experience of working in a library.	Experience of working in a school library.	Application form
Professional Values	<p>A passion for reading, for education and for lifelong learning.</p> <p>Ability to establish and maintain good professional relationships with pupils and colleagues.</p> <p>A commitment to safeguarding the welfare of children.</p> <p>Responsible and conscientious approach to health and safety.</p>		<p>Application form and/or interview.</p> <p>References.</p>
Knowledge and understanding	<p>Knowledge and experience of children's literature and the development of effective information/research skills (including digital approaches).</p> <p>The ability to manage a library management system.</p>	<p>Experience of AccessIT would be an advantage but not essential.</p> <p>Experience of a school management information system, e.g. ISAMS.</p>	<p>Application form and/or interview.</p> <p>References.</p>
Skills	<p>High-level interpersonal, communication and literacy skills.</p> <p>Good ICT skills, in particular the use of the Microsoft Office suite such as Word and Excel.</p> <p>The ability to relate well to pupils and to provide guidance to groups and to individual pupils.</p> <p>Good behaviour management skills to manage and to supervise pupils.</p> <p>Good financial skills to manage the school's library budget.</p>	<p>Experience of working with iPads in a library/school context.</p> <p>Experience of managing school library budgets.</p>	<p>Application form and/or interview.</p> <p>References.</p>



	Excellent organisational skills with a keen eye for detail.		
Personal characteristics	<p>The ability to think creatively, with a willingness to be flexible and to innovate.</p> <p>A strong desire to work with other professionals as part of a team but also able to work on your own.</p> <p>An enjoyment in working with young people.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Consistently high expectations.</p> <p>Punctual.</p> <p>Self-motivated and self-confident.</p>		<p>Application form and/or interview.</p> <p>References.</p>

Exeter School is an equal opportunities employer and welcomes applications from any appropriately qualified person.

Exeter School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy before applying. Applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.