

PERSON SPECIFICATION

POST TITLE Library Manager

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum of two A Levels including English Language • Relevant Library qualification such as NVQ Library and Information Studies or Level 2/3 equivalent 	<ul style="list-style-type: none"> • Degree or equivalent in relevant subject (such as English, Library and Information Studies)
Experience	<ul style="list-style-type: none"> • Experience of leading a team • Experience of working with young people • Evidence of relevant administrative experience in Development Planning • Experience of handling budgets • Awareness of current issues relating to library and information services • Experience of a range of IT applications including the use of internet, email and online resources 	<ul style="list-style-type: none"> • Previous experience of working in a school environment • Marketing skills to promote reading and literacy skills • Experience of leading a small team
Ability/Skills	<ul style="list-style-type: none"> • Ability to communicate effectively with students, staff and parents • Ability to support students individually and in groups to instruct, advise and give guidance on suitability and availability of resources • Ability to share a knowledge of and enthusiasm for books, reading and learning • Ability to work with teachers on developing initiatives to support students with their reading and learning • Good interpersonal skills • Evidence of good organisational skills 	

Equal Opportunities	<ul style="list-style-type: none"> • Ability to promote and support the school's Equal Opportunities Policy 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
Disposition	<ul style="list-style-type: none"> • Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • To be interested in young people as individuals, in how they learn and be committed to the comprehensive ideal • To believe in the importance of team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department • Evidence of commitment to and understanding of collective responsibility 	