The King's School
Person Specification

Librarian			
CATEGORY	**ESSENTIAL**	**DESIRABLE**	**EVIDENCE**
Education/ Training/ Qualifications	• GCSE at A–C / grade 4 (or equivalent experience) in English and Mathematics.	• Accredited librarian/literacy qualifications.	Application
Experience	• Willingness and motivation to develop own skills and work towards further qualifications.	• Experience of working in a school environment/school library. • Experience of supervising young people, including students with SEN. • Experience with library software. • Experience of line managing staff. • Experience of managing budgets. • Experience of examination invigilation.	Application
Knowledge	• An understanding of young people and how to motivate young people. • Knowledge of basic IT programmes (Microsoft 365).	• Curriculum relevant knowledge. • Knowledge of how to carry out Health and Safety checks, tests and routine maintenance. • Understanding of Child Protection.	Application and interview
Skills and abilities	• Ability to organise one's own work, to prioritise tasks and keep to deadlines. • Ability to be flexible and respond effectively to the unexpected. • Ability to communicate and interact effectively with adults and students. • Commitment to professional development.	• Ability to assess and plan for own and school library resource assistant's training and professional development. • Ability to actively promote cross-curricular links. • Ability to promote literacy.	Application and interview
Personal qualities	• Dynamic person who will drive the school library forward to support all aspects of literacy across the curriculum. • Work effectively in a team and independently. • Remain calm under pressure. • Act with integrity and honesty. • Reflect on and enhance own performance. • Manage workload effectively. • Communicate effectively. • Be well organised, prepared and equipped for work. • Display commitment to the protection and safeguarding of children and young people.		Application and interview