



## Person Specification

**JOB TITLE: Senior Librarian (including 6<sup>th</sup> form academic coach)**

**GRADE: 3**

**NO OF POSTS: 1**

**Method of Assessment (M.O.A.) A.F. = Application Form; I = Interview;**

**T = Test or Exercise; C = Certificate.**

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
<b>Education/ Qualifications</b> NB: Full regard must be paid to overseas qualifications.	<ul style="list-style-type: none"> <li>A minimum of a Level 2 (GCSE A*- C or equivalent) English qualification</li> </ul>	<ul style="list-style-type: none"> <li>Level 3 qualifications (A level or equivalent)</li> </ul>	AF & C
	<ul style="list-style-type: none"> <li>A minimum of a Level 2 (GCSE A*- C or equivalent) Maths qualification</li> </ul>		AF & C
<b>Experience</b> (Relevant work and other experience)	<ul style="list-style-type: none"> <li>Knowledge of children's and YA literature</li> </ul>	<ul style="list-style-type: none"> <li>Previous successful experience in working with young people</li> </ul>	AF/I & T
		<ul style="list-style-type: none"> <li>Experience of working in a library setting</li> </ul>	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<ul style="list-style-type: none"> <li>Ability to add to the team and to contribute to the development of the library</li> <li>Ability to enthuse and engender young adults with a love of reading and encourage wider reading</li> <li>Ability to guide &amp; support young adults with their studies to raise attainment</li> <li>Confidence in working effectively with young people individually, in small groups and in classes</li> <li>Excellent IT skills, including effective use of the web-based resources</li> <li>Ability to support learners in the effective use of resources including the use of IT</li> <li>Effective communication and interpersonal skills</li> </ul>		AF/I
			AF/T
			AF/I/T
		<ul style="list-style-type: none"> <li>Experience of delivering activities for young people</li> </ul>	AF/I/T
		<ul style="list-style-type: none"> <li>Knowledge of Microsoft Office applications</li> </ul>	AF/I
			AF/I
	AF/I/T		

CRITERIA	ESSENTIAL	DESIRABLE	M.O.A.
	<ul style="list-style-type: none"> <li>Good organisational and administrative skills</li> </ul>		AF/I
	<ul style="list-style-type: none"> <li>A flexible proactive approach and attitude</li> </ul>		AF/I



	<ul style="list-style-type: none"> <li>• Approachable, positive and professional disposition</li> <li>• Ability to work effectively within a team, with excellent attention to detail</li> <li>• Ability to work on own initiative without supervision</li> <li>• Ability to work calmly in a busy environment</li> <li>• Ability to maintain a high quality service and acceptable standards of student behaviour at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to create displays</li> </ul>	<p>AF/I/T</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
<b>Training</b>	<ul style="list-style-type: none"> <li>• A commitment to continuing professional development</li> </ul>		AF/I
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to raising standard</li> <li>• Eligibility to work within UK</li> <li>• Good attendance and punctuality</li> </ul>		<p>AF/I</p> <p>AF &amp; C</p>

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: