



## DRAYTON MANOR HIGH SCHOOL

### PERSON SPECIFICATION

#### POST TITLE Librarian

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

<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Ability to promote and support the school's Equal Opportunities Policy</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour</li> <li>To be interested in young people as individuals, in how they learn and be committed to the comprehensive ideal</li> <li>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</li> <li>Evidence of commitment to and understanding of collective responsibility</li> </ul>	