



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

POST TITLE: ASSISTANT 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
Qualifications	<ul style="list-style-type: none"> • Sound general education • GCSE grade C or equivalent in Mathematics and English 	
Experience	<ul style="list-style-type: none"> • Previous relevant experience 	<ul style="list-style-type: none"> • Previous experience in a school environment
Ability/Skills	<ul style="list-style-type: none"> • Ability to word process accurately at a good speed • Ability to input data accurately • Able to maintain confidentiality • Able to deal with a number of different situations in quick succession 	<ul style="list-style-type: none"> • Knowledge of SIMS system • Knowledge of Parent Pay • Knowledge of Behaviour Watch • First Aid Qualification
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to promoting and supporting the school's equal opportunities policy • Awareness of and commitment to equal opportunities 	
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
Character	<ul style="list-style-type: none"> • Good team member • Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • Good interpersonal skills; able to communicate with people at all levels 	