**Librarian/Learning Resource Centre Manager**

**Person Specification**

**✓**

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|  **Criteria** | **Essential** | **Desirable** |
| **Qualifications** Qualified Librarian Chartered Librarian |  | **✓****✓** |
| **Experience**Professional library experience with some management experienceEssential experience in a school or college  | **✓** | **✓** |
| **Special Aptitudes**To be able to assist curriculum areas with the development of e learning materialsGood IT skills, computer literate Interested in promoting the use of the Library and ICT for study Good level of leadershipStaff ManagementAble to identify opportunities, in respect of the school &Curriculum, to develop learning opportunities Experience of Heritage(or similar) library management system including cataloguing skills required for adding and editing stock Preparation of innovative promotional materials. Design & implementation of training programmes for students and staffPromotion of wider reading for pleasure | **✓****✓****✓****✓****✓** | **✓****✓****✓****✓** |
| **Interpersonal Skills**Skilled communicatorFlexibleAble to promote a friendly but controlled atmosphereEnthusiastic with a sense of humourAble to address, enthuse & engage a range of audiences (students, adults, teachers) | **✓****✓****✓****✓** | **✓** |