**Librarian/Learning Resource Centre Manager**

**Person Specification**

**✓**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualifications**  Qualified Librarian  Chartered Librarian |  | **✓**  **✓** |
| **Experience**  Professional library experience with some management experience  Essential experience in a school or college | **✓** | **✓** |
| **Special Aptitudes**  To be able to assist curriculum areas with the development of e learning materials  Good IT skills, computer literate  Interested in promoting the use of the Library and ICT for study  Good level of leadership  Staff Management  Able 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 staff  Promotion of wider reading for pleasure | **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓** |
| **Interpersonal Skills**  Skilled communicator  Flexible  Able to promote a friendly but controlled atmosphere  Enthusiastic with a sense of humour  Able to address, enthuse & engage a range of audiences (students, adults, teachers) | **✓**  **✓**  **✓**  **✓** | **✓** |