

POST: Librarian

GRADE: Scale 6

HOURS: 15 hours per week (term time only)

RESPONSIBLE TO: Deputy Head teacher with responsibility for standards and curriculum; Literacy Lead

| Requirements | |
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| Education and Experience | Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) |
| | At least 2 years' experience of working with primary school aged children (either paid or unpaid capacity) preferably in an education, childcare or play setting. |
| | Excellent Information and communication technology (ICT) skills. |
| Skills, Knowledge and Abilities | Have good organisational, communication and customer service skills. |
| | Have an interest in children's literature. |
| | Enjoy working with children. |
| | Able to form and maintain appropriate professional relationships and boundaries with children and young people. |
| | Ability to supervise children effectively in line with the 'schools behaviour policy'. |
| | Ability and willingness to work as part of a team. |
| | Ability to communicate effectively with a range of people. |
| | Ability to deal with sensitive information in a confidential manner. |
| | Ability to assist with day to day administration of the service. |

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| Commitment | A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service. |
| | Understanding of and commitment to deliver services within the school policies and procedures including health and safety, safeguarding and promoting the welfare of children, child protection and equal opportunities. |