

**Librarian**

**Person Specification**

|                                      | <b>JOB REQUIREMENT</b>   | <b>Essential</b> | <b>Preferred</b> | <b>* How assessed</b> |
|--------------------------------------|--|------------------|------------------|-----------------------|
| <b>Qualifications and experience</b> | Professional qualification on Librarianship, Information Management or Information Science                     | ✓                |                  | A                     |
|                                      | Chartered Member of CILIP  |                  | ✓                | A                     |
|                                      | GCSE/CSE in English and Maths  |                  | ✓                | A                     |
|                                      | General office experience including filing, photocopying, faxing and general typing, mail merging              | ✓                |                  | A & I                 |
|                                      | Knowledge/experience in use of reprographics equipment   |                  | ✓                | A & I                 |
|                                      | Experience of having budget responsibility   |                  | ✓                | A & I                 |
|                                      | Experience of supervision/management of staff  |                  | ✓                | A & I                 |
|                                      | Demonstrate a good working knowledge of computer software packages including Microsoft Word, Excel and Outlook | ✓                |                  | A & I                 |
|                                      | Knowledge of SIMs software   |                  | ✓                |                       |
|                                      | First Aid certificate or work towards  |                  | ✓                | A                     |
| <b>Personal and interpersonal</b>    | Ability to establish positive relationships with students, including those with special educational needs.     | ✓                |                  | A & I                 |
|                                      | Ability to demonstrate commitment to Equal Opportunities   | ✓                |                  | A & I                 |
|                                      | Willingness to undertake training as required  | ✓                |                  | A & I                 |
|                                      | Ability to work to deadlines and a willingness to respond positively to all aspects of work                    | ✓                |                  | A & I                 |
|                                      | Effective team worker  | ✓                |                  | A & I                 |
|                                      | Ability to be an effective timekeeper and able to manage and organise your own time                            | ✓                |                  | A & I                 |
|                                      | Good oral and written communication skills   | ✓                |                  | I                     |
| <b>Special Skills and Aptitudes</b>  | Ability to use initiative – problem solving  | ✓                |                  | A & I                 |
|                                      | Demonstrable attention to detail   | ✓                |                  | A                     |
|                                      | A knowledge of the current education framework   |                  | ✓                | I                     |
|                                      | Knowledge of children’s literature, especially the current trends  | ✓                |                  | A                     |
|                                      | Helpful and positive attitude in a busy environment  | ✓                |                  | I                     |
|                                      | Ensure image is respectable and professional at all times  | ✓                |                  | I                     |

|   |   |   |  |       |
|---|---|---|--|-------|
|   | Excellent telephone manner  | ✓ |  | A     |
|   | Excellent Keyboard skills   | ✓ |  | A     |
|   | Ability to work independently and achieve the administration tasks of the team whilst frequently interrupted in a busy work environment | ✓ |  | A & I |
|   | Ability to maintain a calm approach and work effectively under pressure   | ✓ |  | A & I |
| <b>Staff Development<br/>Child Protection</b> | Flexible to working patterns  | ✓ |  | I     |
|   | A commitment to the responsibility of safeguarding and promoting the welfare of young people  | ✓ |  | I     |
|   | Enhanced DBS disclosure ( <i>to be completed by preferred candidate following interview</i> )   | ✓ |  | A & I |
|   | Willingness to undertake Child Protection training when required  | ✓ |  | I     |

\* A = by application, R = by references, I = assessed by Interview