**Librarian - Person Specification**

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| **Category** | **Essential** | **Desirable** | **How Identified** |
| **Education & qualifications** | * Educated to A Level standard or above
* Grade C/Grade 4 GCSE or equivalent in English and in Mathematics.
 | * Librarian qualifications
* Willingness to undertake job-specific professional development.
 | Application form |
| **Experience** | * Successful experience of working with young people aged 11 - 18
* Successful experience of working in a library or similar environment
 | * Experience of working in a secondary school
* Experience of using Micro Librarian Software system
 | Application formInterview |
| **Skills and abilities** | * High standard of administrative and organisational skills.
* ICT literate with information retrieval skills and good numeracy and literacy skills
* Excellent communication skills at all levels.
* Ability to prioritise work and meet deadlines.
* Ability to take initiative and make decisions as required.
* Understanding of how to manage the behaviour of students aged 11- 18
 | * Ability to use SIMS (School Information Management System)
* Ability to look at issues from a whole school perspective.
 | ReferencesLetter of applicationInterview |
| **Motivation and Personality** | * A flexible approach to work.
* Capacity to promote an atmosphere of co-operation and mutual support.
* Sound judgement, energy, loyalty and commitment.
* Hardworking and conscientious.
* Self-motivated with a commitment to high standards.
* A belief that we can make a difference for every child.
* Good team worker.
* Commitment to and belief in the equal value of all students.
* Good sense of humour.
 | * Evidence of success in promoting the life- chances of young people
 | ReferencesLetter of applicationInterview |