**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 form  Interview |
| **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. | References  Letter of application  Interview |
| **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 | References  Letter of application  Interview |