

**KESTEVEN AND SLEAFORD HIGH SCHOOL
PERSON SPECIFICATION – LIBRARIAN**

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Confident in the use of ICT in general and experience with applications relevant to the Library. • Excellent written and spoken English. • An ability to work independently with proven organisational and interpersonal skills. • Highly organised with the ability to keep stock neat, orderly, accessible and in good condition. • Database cataloguing skills. • Ability to manage and disseminate information in a range of different media. • Financial management skills for management of the Library budget. • Ability to lead and work well within a team. • High level of resource awareness to be able to advise teaching staff. • Organised and systematic. 	<ul style="list-style-type: none"> • Knowledge and experience of the Eclipse Management System.
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> • Experience of working within a Library. • Previous experience should include working successfully with people of a variety of ages, abilities and backgrounds but, in particular, there should be some evidence of an ability to communicate effectively with teenagers. • Experience of leading and managing a team of staff. • Experience of maintaining records. • Willingness to undertake further training and development, as necessary, in order to enhance service delivery. 	<ul style="list-style-type: none"> • Experience of working in a secondary school Library.
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualifications demonstrating excellent literacy and numeracy skills. 	<ul style="list-style-type: none"> • Recognised professional qualification in Librarianship, information management or substantial equivalent experience. • Educated to degree level or substantial equivalent experience.
OTHER	<ul style="list-style-type: none"> • A commitment to the role of the school Librarian as an active participant in the educational process is essential. • A passion for reading and enthusiasm for books and sourcing information. • Flexible attitude towards work and can adapt quickly to new demands. • Helpful and positive nature. • Proactive and imaginative approach. 	