

Baylis Court School - Person Specification

Position: Librarian

Competency	Description	Essential	Desirable
Education and qualifications	Professional qualification in librarianship, information management or information Science		✓
	Chartered member of CILIP		✓
Knowledge and experience	Knowledge of policies, procedures and practices for library management	✓	
	Knowledge, understanding and competence in ICT including library management systems	✓	
	Understanding of budget management	✓	
	An awareness of current educational practice		✓
	Knowledge of SIMS or equivalent		✓
	Proven experience in a Secondary Education setting		✓
	Knowledge of reader develop initiatives	✓	
Abilities and Skills	Good organisational skills and the ability to prioritise own workload	✓	
	Good communication skills verbal and written with staff, students and other users of the school library	✓	
	Behaviour management skills	✓	
	Knowledge, understanding and competent in ICT skills	✓	
	Ability to analyse the needs of library users and secure appropriate resources to meet those needs	✓	
	Report and account to line manager as appropriate	✓	
	Maintain effective record keeping systems	✓	
	Undertake relevant training including safeguarding	✓	
	Emotional resilience in working with challenging scenarios	✓	
	Ability to form and maintain appropriate relationships and personal boundaries with children and families	✓	
	Promoting enjoyment of reading	✓	
	Ability to develop links with relevant external organisations and authors	✓	
Other Areas	Some flexibility in working hours when necessary	✓	