



Person Specification: Librarian The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Graduate (BA or BSc) • Relevant Library qualification e.g. MA in Librarianship 	
Experience	<ul style="list-style-type: none"> • Previous Library experience • Experience of using hosted library management systems • Experience of using journal databases 	<ul style="list-style-type: none"> • Working with children or young people in a Library or another context • Experience of using Microsoft Office 365, Microsoft Teams and SharePoint • Experience of teaching and/or delivering training sessions • Experience of working in school library
Skills	<ul style="list-style-type: none"> • Ability to manage and disseminate information using a variety of media • Excellent verbal and written communication skills • Ability to work flexibly within an organisation • Effective time management and organisational skills • Passion and enthusiasm for Library services and the ability to convey this to pupils and staff • Ability to manage the behaviour of young people effectively • Ability to work alone and as part of a team • Budget management • Excellent ICT skills 	
Knowledge	<ul style="list-style-type: none"> • Be widely read in and have a good awareness and knowledge of British classic and contemporary literature for children and young adults • Knowledge of current 11-18 secondary education provision • Knowledge of information literacy skills 	<ul style="list-style-type: none"> • Familiarity with online resources and databases for a Secondary audience • Knowledge of UK children's and general book awards
Personal competencies and qualities	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Dependability and good time-keeping • Positive attitude to use of authority and maintaining discipline 	

	<ul style="list-style-type: none">• Ability to take responsibility and show initiative• Self-motivated• Positive working relationships with colleagues	
--	--	--