



## Person Specification

<b>Job Title:</b> School Librarian	<b>Salary:</b> Grade 3 SCP 20 – 28	<b>Location:</b> Rockwood Academy
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The Personnel Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

	Essential	Desirable
<b>Education, Training and Qualifications</b> <ul style="list-style-type: none"> <li>GCSE English and Maths (grades A*-C) or equivalent</li> <li>NVQ Level 2 Library and Information studies or equivalent</li> </ul>	X	X
<b>Experience, Knowledge, Skills &amp; Competencies</b> <ul style="list-style-type: none"> <li>Substantial experience of working within an office environment</li> <li>Experience of working within a school</li> <li>Experience of a wide range of administrative functions</li> <li>Competent in using ICT packages such as Microsoft Word /Excel and database systems (SIMS) including mail merge</li> <li>Knowledge of the law relating to education and child care</li> </ul>	X X X	X  X
<b>Personal Attributes</b> <ul style="list-style-type: none"> <li>Resilience, the ability to work under pressure and be able to meet deadlines</li> <li>Ability to think creatively and to prioritise</li> <li>Excellent communication skills (including written, oral and presentation skills)</li> <li>Excellent interpersonal skills</li> <li>A commitment to CORE Education Trust's values, aims and the objectives of its academies programme</li> </ul>	X  X X X	

Part 7 of the Immigration Act (2016) 'An ability to fulfil all spoken aspects of the role with confidence through the medium of English' or 'The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post'