



## DRAYTON MANOR HIGH SCHOOL

### PERSON SPECIFICATION

#### POST TITLE: ASSISTANT LIBRARIAN

*All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with*

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Sound general education</li><li>• GCSE grade C or equivalent in Mathematics and English</li></ul>	
Experience	<ul style="list-style-type: none"><li>• Previous relevant experience</li></ul>	<ul style="list-style-type: none"><li>• Previous experience in a school environment</li></ul>
Ability/Skills	<ul style="list-style-type: none"><li>• Ability to word process accurately at a good speed</li><li>• Ability to input data accurately</li><li>• Able to maintain confidentiality</li><li>• Able to deal with a number of different situations in quick succession</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of SIMS system</li><li>• Knowledge of Parent Pay</li><li>• Knowledge of Behaviour Watch</li><li>• First Aid Qualification</li></ul>
Equal Opportunities	<ul style="list-style-type: none"><li>• Commitment to promoting and supporting the school's equal opportunities policy</li><li>• Awareness of and commitment to equal opportunities</li></ul>	
Safeguarding	<ul style="list-style-type: none"><li>• Commitment to safeguarding and promoting the welfare of children and young people</li></ul>	
Character	<ul style="list-style-type: none"><li>• Good team member</li><li>• Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour</li><li>• Good interpersonal skills; able to communicate with people at all levels</li></ul>	