

Library Manager Person Specification

Education and Qualifications	Essential	Desirable	Assessment
Degree in Library or Information Studies		✓	A
First degree with a postgraduate library qualification		✓	A
Commitment to personal/professional development	✓		I

Experience	Essential	Desirable	Assessment
Experience of using a library management software		✓	A/I
Experience of running social media accounts		✓	A/I

Knowledge and Understanding	Essential	Desirable	Assessment
Ability to employ a range of effective IT skills in a school library environment	✓		A/I

Skills and Attributes	Essential	Desirable	Assessment
Ability to establish good working relationships and effective teamwork	✓		A/I
Good communication skills	✓		A/I
Excellent role model for staff and students	✓		A/I
Clear and innovative vision for library in a modern day/boarding school setting	✓		A/I
Ability to generate ideas and drive initiatives	✓		A/I
Willingness to contribute to extra-curricular activities	✓		A/I

Personal Qualities	Essential	Desirable	Assessment
High expectations of students and colleagues	✓		A/I
Highly motivated and able to motivate and inspire students	✓		A/I
Enthusiastic and committed	✓		A/I
Awareness of current developments in library centre management		✓	A/I
Open-mindedness	✓		A/I
A proactive and imaginative approach to the promotion of library services	✓		A/I
Excellent interpersonal skills	✓		A/I
Ability to be reflective and self-critical	✓		A/I
Display calmness under pressure	✓		A/I
A commitment to the whole life of a busy boarding community		✓	A/I
Charismatic - having 'a presence'		✓	A/I
Recognise the importance of personal responsibility for Health and Safety	✓		A/I

Willingness to take on other roles and responsibilities within the department	✓	A/I
Commitment to the school's ethos, aims and its whole community	✓	A/I

Assessment Key

A Application Form

I Interview