**PERSON SPECIFICATION**

**JOB TITLE: School Librarian \_\_**

| **Essential upon appointment** | **Desirable on appointment** (if not attained, development may be provided for successful candidate) |
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| **Knowledge** |  |
| * Knowledge of procedures for use of library resources | * Knowledge of cataloguing systems, supervising library users, ordering resources and maintaining library technology |
| **Experience** |  |
| * Experience of working with children * Administration experience | * Experience of working in a library environment |
| **Occupational Skills** |  |
| * Excellent literacy skills * Organisational skills * Good communication skills * Good information retrieval skills * Good ICT skills * Creativity * Customer service skills * Ability to work as part of a team * Research skills * Enthusiasm for reading and literacy |  |
| **Qualifications** |  |
| * Level 2 qualification to evidence good literacy skills | * Willingness to work towards national occupational standards in Information and library services, archive services and records management |
| **Other Requirements** |  |
| * Enhanced DBS clearance required * To be committed to the school’s policies and ethos * To be committed to Continuing Professional Development * Motivation to work with children and young people * Ability to form and maintain appropriate relationships and personal boundaries with children and young people * Emotional resilience in working with challenging behaviours and attitudes * Ability to use authority and maintain discipline |  |