**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
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| **Experience** |  |
| * Experience of working with children
* Administration experience
 | * Experience of working in a library environment
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| **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
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| **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
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| **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
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