

Person Specification

Job Title: Assistant Librarian

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

<i>Essential</i>		Evident in Application	Evident at Interview
1.	A degree or equivalent	✓	

EXPERIENCE

<i>Essential</i>			
2.	Ability to provide flexible learning support for the delivery of the curriculum.	✓	
3.	Experience and/or skills of working in a library and/or school.	✓	
4.	Knowledge and experience of implementing health and safety regulations.	✓	
5.	Ability to communicate effectively both orally and in writing.		✓
6.	Awareness, knowledge and ability to make appropriate use of information communication technology.	✓	
7.	Numeracy skill at the level required to make accurate calculations and estimates and keep accurate records.		✓
8.	Ability to plan and organise own work, to take initiative and to work positively and effectively in support of staff and pupils	✓	
9.	Ability to work effectively as a member of the school librarian team.		
10.	Understanding of a commitment to the aims and equal opportunities and other policies of the school.		
<i>Desirable</i>			
11.	Ability to maintain acceptable behaviour of students using appropriate techniques and approaches whilst at the same time promoting a welcoming atmosphere in the library.		✓
12.	Commitment to professional development and training relevant to the post.	✓	✓

PERSONAL

<i>Essential</i>			
13.	Evidence of energy, enthusiasm and resilience		✓
14.	A strong sense of loyalty to the school	✓	
15.	An ability to maintain professional integrity even when under pressure		✓
16.	A good work ethic and a professional approach		✓
<i>Desirable</i>			
17.	Good sense of humour and perspective		✓

Signed

.....Dated.....