

PERSON SPECIFICATION		
JOB TITLE	Librarian	
DEPARTMENT/SECTION	Library	
REPORTS TO	Head Librarian	
LINE MANAGES	Pupil librarians	
QUALIFICATIONS		
CRITERION	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Librarianship qualification (first degree or postgraduate) • MCILIP, or willingness to undertake registration (will be supported) 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
EXPERIENCE		
CRITERION	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Previous experience of working in a library • Experience of working with young people and meeting their particular needs and requirements • Experience of utilising ICT and skills to access and retrieve information • Previous experience of working in a school library • Experience using the Oliver v5 LMS 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
KNOWLEDGE & SKILLS		
CRITERION	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Knowledge of children's and young adult fiction and ability to match books to readers • Expertise in online searching, using the internet and a range of subscription services 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

<ul style="list-style-type: none"> • Ability to communicate effectively with all members of the School community • Ability to follow administrative procedures, including to understand and follow instructions • Excellent communication skills (oral and written) • Excellent customer service skills • Excellent organisational skills, with knowledge of library systems • Excellent IT skills • Excellent interpersonal skills 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
ATTRIBUTES		
CRITERION	ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Commitment to continued personal development • Ability to work well as part of a team, and to build trust and openness • Interest in the school curriculum • Confidence to instruct groups of pupils in library use • Ability to work in a changing environment and open to new ideas • Ability to inspire pupils and to encourage a love of books • Ability to manage time effectively • Ability to ensure appropriate behaviour in pupils, while maintaining a pleasant and welcoming environment • Commitment to safeguarding and the welfare of pupils • Friendly, enthusiastic, flexible and creative • Willingness to be involved in the wider life of the school • Keen interest in the library environment and the role of libraries within the wider world 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓