

PERSON SPECIFICATION	
JOB TITLE	Graduate Library Trainee
DEPARTMENT/SECTION	Library
REPORTING TO	Head Librarian

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

Criteria	Essential	Desirable
Qualifications		
Basic literacy and numeracy skills	✓	
Intent to apply to a Postgraduate Librarianship course subsequent to completing this role	✓	
A demonstrated willingness to learn	✓	
Experience		
Experience working with children and young people		✓
Experience working in a library environment		✓
Knowledge and Skills		
Ability to communicate with children and young people in an enthusiastic manner	✓	
Ability to form appropriate relationships and maintain appropriate boundaries with children and young people from a diverse range of backgrounds	✓	
Familiarity with online Microsoft Office software		✓
Proven ability to work effectively in a team	✓	
Excellent communication skills	✓	
Excellent time management and organisation skills	✓	
Knowledge of current children's and young adult literature		✓
Familiarity with library management software (OLIVER)		✓
Aptitudes		
Enthusiasm to learn the processes required for the upkeep of a successful school library	✓	
Safeguard and promote the welfare of children	✓	
Contribute to the wider school community	✓	
Enthusiastic about working with all children and young people between the ages of 4 and 18	✓	
Ability to uphold appropriate standards of behaviour in the library	✓	
Discretion, courtesy, honesty, and integrity	✓	

Reliable, punctual, diligent and well-organised	✓	
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