

**PERSON SPECIFICATION  
LIBRARIAN**

| Specification                           | Essential  | Desirable  |
|---|--|--|
| <b>Education/training</b>               | <p>Minimum of grade A-C or equivalent at GCSE Maths &amp; English</p> <p>IT literate</p>   | <p>Professional qualifications relevant to the role</p> <p>Familiar with school-based database software applications</p> |
| <b>Experience</b>                       | <p>At least 2 years' experience of working in a Library within an educational establishment or an Information Centre</p> <p>Experience of working with/supervising young people, including behaviour management.</p> <p>Conversant with library management systems/packages and ICT software.</p>  | <p>Member of The Chartered Institute of Library and Information Professionals- CILIP</p>                                 |
| <b>Knowledge, Skills and Attributes</b> | <p>Sound knowledge and understanding of teaching and learning, of educational issues and the National Curriculum as they relate to the provision of learning resources.</p> <p>Knowledge of how ICT can be used to support reading development.</p> <p>Knowledge and understanding of child protection, safeguarding children, and promoting the welfare of children. (Training will be provided)</p> <p>An understanding of budget management.</p> <p>Excellent communication and organisational skills.</p> <p>The ability to strategically plan towards the library's key aims and objectives to ensure the desired outcomes are met.</p> <p>The ability to demonstrate an innovative and passionate approach to books and reading.</p> |  |
| <b>Personal Qualities</b>               | <p>Be committed to excellence, self-motivated, demonstrating a positive approach with a "can do" attitude.</p> <p>Have a genuine love of reading, a high level of personal drive and consistently set extremely high standards for themselves and students.</p> <p>Be able to build effective relationships with staff, students, and external parties at all levels.</p> <p>Be able to make key decisions with good judgement.</p> <p>Understand the importance of, and be able to work to, a very high level of detail and accuracy.</p> <p>Be supportive of the Catholic ethos of the school</p>  |  |