

**THE CHERWELL SCHOOL**  
***Opportunity, Responsibility, Excellence***

**Apprentice Assistant Librarian**

**Person Specification**

<b>Qualifications/ Training and Experience</b>	<ul style="list-style-type: none"><li>• A good level of general educational achievement (e.g. 5 GCSEs)</li><li>• An A-Level or equivalent in English (desirable)</li></ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"><li>• A basic understanding of how libraries operate and the enthusiasm to learn further knowledge and skills</li><li>• A passion for literature</li><li>• Very good organisational skills</li><li>• Ability to interact with both staff and students</li><li>• Good verbal and written communication skills</li><li>• An understanding of the importance of professional confidentiality</li><li>• Good IT skills</li></ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Desire to complete the Level 3 'Library, Information and Archive Services Assistant' apprenticeship qualification</li><li>• Enthusiasm</li><li>• Flexibility</li><li>• Initiative</li><li>• Team work / support of peers</li><li>• Interest in working within a school environment</li></ul>
<b>Safeguarding and Wellbeing</b>	<ul style="list-style-type: none"><li>• A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines</li><li>• A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community</li><li>• To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community</li><li>• Desire to take on further/ advanced Safeguarding training and responsibilities (desirable)</li><li>• Evidence of CPD undertaken in this area (desirable)</li></ul>