



Davenant Foundation School

Assistant Librarian

Person Specification

General Skills

- Understanding of and commitment to the ethos and values of the school
- A respect for young people, as well as adults, that is demonstrable through positive attitudes and behaviour
- Proven ability to work well with students aged 11-19 but particularly 16–19-year-olds and experience of maintaining high levels of behaviour with all students whilst maintaining pastoral relationships.
- Inter-personal skills e.g. diplomacy, confidentiality, sensitivity to the needs of others, customer service
- High levels of organisation and efficiency
- A good level of ICT skills with sound knowledge of Word, e-mail and use of internet
- Knowledge of/willingness to train in Access-It Library System
- Knowledge of/willingness to train in Wheelers E-platform and the Accelerated Reader programme.
- Skills in cataloguing, preparing new resources, managing stock, presenting displays and other administrative roles
- Team skills e.g. willingness to work with others, provide support and learn from colleagues
- Ability to work under pressure and to meet deadlines
- A commitment to undertake relevant training and CPD
- A record of excellent attendance and punctuality
- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post

Davenant Foundation School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment.

Davenant Foundation School and its governing body is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks.