



The Market Weighton School

PERSON SPECIFICATION

POST: Librarian

	JOB REQUIREMENTS	Essential	Desirable	* How assessed
Qualifications & experience	GCSE or equivalent in English & maths	▪		A & I
	Previous relevant professional experience/qualification in librarianship	▪		A & I
	Demonstrate a good working knowledge of computer software packages including Microsoft Word, Excel & Outlook		▪	A, T & I
	Previous experience of working in a school setting		▪	A, I
	Training in literacy/numeracy strategy		▪	
	Knowledge of literature – especially for teenagers		▪	A
Personal & interpersonal	Willingness to undertake training as required	▪		A & I
	Ability to work to deadlines & a willingness to respond positively to all aspects of work	▪		A & I
	Effective team worker, able to work cooperatively with staff & students & be prepared to undertake tasks as directed	▪		A R & I
	Ability to be an effective timekeeper & able to manage & organise own workload	▪		A R & I
	Good oral & written communication skills	▪		A R & I
	Ability to use initiative – problem solving	▪		A R & I

	Demonstrable attention to detail	▪		A & T
	Helpful & positive attitude within a busy working environment	▪		I
	Ensure image is respectable & professional at all times	▪		I
	Excellent telephone manner	▪		A & R
	Excellent Keyboard skills		▪	A R & T
	Ability to work independently & achieve the administration tasks of the team whilst frequently interrupted in a busy work environment	▪		A R & I
	Ability to maintain a calm approach & work effectively under pressure		▪	A R & I
Staff Development	Flexible to working patterns	▪		I
	A commitment to the responsibility of safeguarding & promoting the welfare of young people	▪		I
Child Protection	Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview)</i>	▪		
	Willingness to undertake Child Protection & Recognition of Abuse training when required	▪		I

* A = By Application, R = By References, I = Assessed at Interview, T = Skills Test