

LIBRARIAN

Person Specification



ALEC REED ACADEMY
PROUD TO LEARN



Knowledge, Qualifications and Experience

Essential

- Practical experience of working in a library in an educational setting
- Practical experience of computerised Library Management Systems
- Experience in communicating and networking with a range of stakeholders
- Experience of working with young people
- Experience in initiatives to promote and develop reading
- Experience of managing budgets and strategic planning

Desirable

- Qualified and experienced Librarian (ideally Chartered)
- Experience in holding extra-curricular clubs and activities that promote reading
- Experience in promoting literacy skills and developing monitoring procedures to support this
- Experience of liaising with outside agencies

Abilities and Interests

- Adaptable to change and flexible with respect to projects
- Ability to work under pressure, prioritise and to work to tight deadlines
- A demonstrable commitment to equality of opportunity
- Knowledge of software packages
- Committed to maintaining high standards across the Academy
- A team player
- A desire to have a positive impact on students learning
- Ability to develop and maintain good professional relationships with students, staff and parents
- A strong commitment to one's own professional development
- A willingness to become involved in wider Academy initiatives and activities