

Person Specification

Post: Librarian

	Essential	Desirable
Knowledge/Qualifications		
Educated to NVQ Level 3 or equivalent		*
GCSE Maths & English Grade C/4 or above (or equivalent qualification)	*	
An excellent level of literacy and understanding of different texts and resources	*	
Experience		
Experience of using the Sims database		*
Experience of communicating both verbally and in writing	*	
Experience of administrative work in a busy school environment		*
Experience of working with children	*	
Experience of report and letter writing	*	
Experience of working in a school library		*
Good understanding of child development	*	
Skills		
Willingness to participate in training and appraisal, including self-evaluation of learning needs		
Good communication, organizational and IT skills	*	
An ability to demand high expectations	*	
Ability to work independently and be a team player	*	
The ability to meet deadlines	*	
Behaviour & other related characteristics		
Able to work on own initiative and be self-motivated	*	
Possess a genuine love for reading	*	
An ability to respect sensitive and confidential work and comply with current GDPR legislation	*	
Commitment to own personal development and learning	*	