



The Chase
A SCHOOL OF EXCELLENCE

Person Specification

Post Title: Librarian

Line Manager: Deputy Headteacher

Essential and Desirable Qualities		Evidence Source					Essential <i>(All criteria must be met for shortlisting)</i>	Desirable <i>(The shortlisted candidate with the greatest number of these attributes will be offered the position)</i>
		Application Form	Letter of Application	References	Interview	Exercise with Students		
Experience	Previous experience of working in the education or library sector	•	•	•			•	
	Experience of using a database or library software package	•	•	•	•			•
	Experience of supervising and working with young people		•	•			•	
Qualifications	GCSE English (C) GCSE Maths (C) Further Higher Education qualifications	• • •					• •	•
Skills	Ability to work independently, using own initiative			•				

	Excellent numeracy and literacy skills for budget management and document preparation	•	•		•		•	
	Good behaviour management skills Excellent verbal communication skills		•		•			•
	The ability to organise author visits and workshops				•			•
	The ability to recommend and promote appropriate children's books for students both on a one to one basis and by speaking to classes	•	•		•		•	
	A confident and competent user of ICT	•	•	•				
Personal Qualities	A strong affinity with young people and their interests	•	•		•		•	
	Resilience and a sense of humour				•			
	A keen reader with a strong interest in children's books	•	•		•		•	
	A good knowledge of the children's book market	•	•				•	
	Energy and commitment			•	•			
Knowledge & Understanding	An understanding of the factors that may make reading challenging for some students	•	•		•		•	
	Knowledge of schools systems and initiatives				•			•
	A good knowledge of and clear understanding of the principles of safeguarding practice				•		•	

Other Knowledge and Understanding	Willingness to participate in relevant training and development				•		•	
	Has not engaged in any criminal activity that may bring into question their ability to safeguard children or young people	•	•				•	

HM

June 2021