# THE JOHN HENRY NEWMAN CATHOLIC SCHOOL

## Person Specification for Librarian

| **Essential** | **Desirable** |
| --- | --- |
| **Skills, qualification and knowledge**  Educated to degree level  Have a professional qualification in Librarianship    Can use ICT effectively to support learning  Experience of working with secondary age pupils in a voluntary or paid capacity  General understanding of secondary school education including national curriculum and relevant learning programmes and strategies  Experience of working in a school or public library  A broad knowledge of children’s literature  Experience of organising and leading events | First degree or Masters degree in Library and Information Science  CILIP accredited qualification  Experience of running a school library  Experience of managing a budget  Experience of Accelerated Reader and classification of books in the library using that system. |
| **Leadership and management**  Possess the capacity to lead and grow library provision in the coming years  Be able to liaise with the Literacy lead and work collaboratively with subject departments  Have excellent organisation and decision-making skills  Have vision and enthusiasm which can be shared with staff and students |  |
| **Personal**  Genuine passion and a belief in the potential of every pupil  Resilience and determination  Ability to communicate effectively and relate well to others  Ability to work constructively as part of a team  Effective time management and organisational skills  Commitment to equality of opportunity and the safeguarding and welfare of all pupils  Fully support for the School’s aims, values and Catholic ethos  Demonstrate excellent attendance, punctuality and professional appearance |  |