



PERSON SPECIFICATION – Librarian

Qualifications and experience	Essential	Desirable
Experience of interaction with young people	√	
Experience of using library facilities		√
Qualified librarian		√
Knowledge of literature	√	
Skills, knowledge and aptitudes	Essential	Desirable
Ability to manage and disseminate information in a range of different media	√	
Good communication skills	√	
Good administration skills	√	
Computer literacy	√	
Ability to work to deadlines	√	
Ability to take the initiative	√	
Be efficient and well-organised	√	
Flexibility	√	
Methodical with good attention to detail	√	
Understanding of competence in ICT		√
Personal qualities	Essential	Desirable
Self-motivated	√	
Tactful and diplomatic	√	
Enthusiastic	√	
Attentive to detail	√	
Pleasant manner	√	
Customer focused	√	
Has a friendly yet professional approach which demonstrates support and shows mutual respect	√	
Open, honest and an active listener	√	
Takes responsibility and is accountable	√	
Committed to the needs of the pupils, parents, staff and other stakeholders and challenge barriers and blocks to providing an effective service	√	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	√	
Is committed to the provision and improvement of quality service	√	
Acts with pace and urgency being enthusiastic, energetic and decisive	√	
Ability to learn from experiences and challenges	√	
Is committed to the continuous development of self and others by keeping up-to-date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills	√	