



# School Librarian Person Specification

This person specification outlines the attributes that a candidate will need to have in order to undertake the roles and responsibilities of the **School Librarian** to the high standard required. When you complete your application please illustrate that you have the capacity to undertake the roles described in accompanying documents and describe how you have demonstrated that you have the qualities listed below.

	Essential qualities	Desirable qualities
Knowledge/ Experience	<ul style="list-style-type: none"> <li>■ Interaction with young people</li> <li>■ Using or managing library facilities</li> <li>■ Knowledge of literature and reading</li> </ul>	<ul style="list-style-type: none"> <li>■ Qualified librarian</li> <li>■ Knowledge of young adult literature</li> <li>■ Knowledge of local and national events and initiatives linked to reading</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>■ Good communication and interpersonal skills</li> <li>■ Good computer skills</li> <li>■ Ability to work to deadlines</li> <li>■ Ability to take the initiative</li> <li>■ Be efficient and well organised</li> <li>■ Flexible</li> </ul>	<ul style="list-style-type: none"> <li>■ Stocktaking and managing stock</li> <li>■ Simple data collection and analysis</li> </ul>
Personal characteristics	<ul style="list-style-type: none"> <li>■ Approachable and friendly</li> <li>■ Self motivated</li> <li>■ Tactful and diplomatic</li> <li>■ Enthusiastic</li> <li>■ Attentive to detail</li> <li>■ Encouraging and supportive</li> <li>■ Confidence in interacting actively with students and staff</li> </ul>	<ul style="list-style-type: none"> <li>■ Evidence of recent self development</li> <li>■ Enthusiastic for young adult literature</li> </ul>