

SCHOOL LIBRARIAN

The minimum level of experience and skills are outlined below as essential. Applicants that can offer any of the desirable indicators in addition to the minimum requirement will be at an advantage. It is unlikely that candidates unable to demonstrate the essential criteria will be selected for short-listing.

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| **Qualifications** | **Essential**  | **Desirable** | **Stage Identified** |
| Educated to A Level standard | ✓ |  | AR |
| Good Honours Degree |  | ✓ | AR |
| Qualifications in Library management or equivalent |  | ✓ | AR |
| Experience |  |  |  |
| Experience working in schools |  | ✓ | AIR |
| Experience working with young people |  | ✓ | AR |
| Experience in library, publishing or bookselling work | ✓ |  | AR |
| Experience of management |  | ✓ | AR |
| Knowledge & Skills |  |  |  |
| Meticulous and precise in their work of ordering, recording and caring for books | ✓ |  | AIR |
| Friendly and customer-oriented for the outward-facing parts of their job. | ✓ |  | IR |
| Up-to-date both in digital and print publishing | ✓ |  | IR |
| Expert in resource and information provision and management | ✓ |  | IR |
| Excellent communication skills | ✓ |  | AIR |
| Excellent ICT skills and aware of current and emerging technologies | ✓ |  | IR |
| Knowledge of how to encourage students at the school to read and the key organisations and events which promote this | ✓ |  | AI |
| Well-read and with an enthusiasm for reading that is contagious | ✓ |  | AI |
| Knowledge of the secondary school curriculum and appropriate study habits |  | ✓ |  |
| Special Requirements |  |  |  |
| Good inter-personal skills | ✓ |  | AIR |
| The ability to manage time demands and ensure deadlines and priorities are met | ✓ |  | AIR |
| A commitment to offering a rich variety of extra curricular activities | ✓ |  | AIR |
| A willingness to contribute to the school ethos | ✓ |  | AI |
| Enhanced DBS check | ✓ |  | AI |

**KEY : A = APPLICATION, I = INTERVIEW, R= REFERENCE**