



PERSON SPECIFICATION – SENIOR LIBRARIAN

QUALIFICATIONS 5 or more GCSEs (or equivalent qualification) at Grade 4 or above including Maths and English Educated to A Level or equivalent Educated to A Level or equivalent EXPERIENCE Previous experience of working within a school environment June management experience Ability to react to situations appropriately and follow procedures Previous experience of working within a Library Understanding of budget management Experience of school curriculum SKILLS Able to demonstrate excellent interpersonal and organisational skills. Enthusiastic in approach and adaptable to changes and developments within a fast paced workplace Good communication skills in English, including competence in literacy, numeracy and ICT Interest in student wetfare and a respect for the difference in people Basic knowledge of Sims or Bromcom database V DisPOSITION Confident Ability to lead Patient Sense of humour V Enthusiasm and warmth A Ability to lead V Enthusiasm and warmth A Ability to remain calm under	CRITERIA	ESSENTIAL	DESIRABLE
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All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.