



ARTHUR MELLOWS VILLAGE COLLEGE



PERSON SPECIFICATION – SENIOR LIBRARIAN

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
5 or more GCSEs (or equivalent qualification) at Grade 4 or above including Maths and English	✓	
Educated to A Level or equivalent		✓
EXPERIENCE		
Previous experience of working within a school environment	✓	
Confident in managing groups of children	✓	
Line 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 welfare and a respect for the difference in people	✓	
Basic knowledge of all MS Office software packages		✓
Basic knowledge of Sims or Bromcom database		✓
DISPOSITION		
Confident	✓	
Ability to work on own initiative	✓	
Enthusiasm and warmth	✓	
Ability to lead	✓	
Patient	✓	
Sense of humour	✓	
Flexible	✓	
Enjoys a challenge	✓	
Ability to remain calm under pressure	✓	
Anti-discriminatory and aware of prejudice	✓	
Commitment to training		✓
Willing to learn and evaluate practice	✓	
Willingness to seek advice and support	✓	

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.