

PERSON SPECIFICATION: Librarian and Resource Centre Manager

Reviewed Nov 20

Qualifications	Essential	Desirable
5 GCSEs including English and Maths	√	
Good Honours Degree		√
Further academic qualifications		√
An accredited library and information qualification		√
Chartered Membership of CILIP (MCLIP) – or willingness to attain this		√
Evidence of involvement in continuing professional development activities	√	
Knowledge and Skills		
Excellent knowledge of children's literature	√	
Awareness of current developments in library management	√	
Competent user of range of Microsoft packages	√	
Effective user/administrator of Oliver Softlink library management system		√
Effective user/administrator of ClickView		√
Knowledgeable about and able to give guidance on Information literacy and research skills	√	
Expertise in online searching, using the internet and a range of subscription services	√	
Awareness of secondary school curriculum	√	
Ability to collect and to analyse data effectively	√	
Understanding of child-safeguarding issues and successful measures that promote and ensure the safe-guarding of children.	√	
Successful Experience of:		
Working with young people and inspiring a love of reading	√	
Increasing pupils' range and depth of reading	√	
Giving guidance to students on reading skills and Information Literacy		
Understanding and overcoming barriers to learning	√	
Facilitate staff training for subscription resources e.g ClickView & Hodder		√
Maintaining displays-linking with current issues and assembly themes		√
Dealing with challenging pupil behaviour and conflict management	√	
Personal Attributes		
Enthusiastic and inspirational about reading	√	
Ability to form positive relationships with young people	√	
Self-motivated and able to work under own direction	√	
User focused	√	
Proactive and imaginative in approach to provision and promotion of services	√	
Ability to communicate effectively with all members of the school community	√	
Excellent IT skills	√	
Willingness to embrace new technologies and software to enhance pupil progress	√	
Commitment to evidence-based approaches to learning	√	
Commitment to cross-curricular initiatives to enhance pupil progress	√	

Commitment to extra-curricular learning	√	
High personal motivation	√	
Ability to inspire, lead and develop Library team	√	
Desire to innovate	√	
Creative approach to problem solving	√	
Optimism	√	
Resilience	√	
Empathy	√	
Honesty and Integrity	√	
Strong team player	√	