

SCHOOL LIBRARIAN

PERSON SPECIFICATION

Preferred Qualification:

Professional qualification in librarianship, information management or information science
Chartered Member of CILIP

Experience:

At least 2 years working in an information centre

Basic skills and competences:

- The ability to manage and disseminate information in a range of different media
- A knowledge of current secondary education (desirable)
- Communication and networking skills
- Knowledge of Reader development initiatives
- Strategic planning skills to support the writing and implementation of the learning resource centre's policy
- Budget management skills
- Knowledge, understanding and competence in ICT and experience of using automated databases
- Behaviour management skills
- Learning support skills in the areas of literacy
- Familiarity with web-based services
- Experience of undertaking complex enquiries
- Experience of meeting deadlines whilst delivery a service to the highest standards
- Commitment to safeguard and promote the welfare of children and young people
- communicates effectively with parents
- Enjoyment of team working
- understands the need to take responsibility for their own professional development
- conducts effective working relationships with staff
- understands the need to look after resources and use them effectively
- has high standards and expectations of self and others
- supports a collegiate management style
- has a sense of humour