

Person Specification – Librarian (Resource Centre Co-ordinator)

Essential Criteria	Desirable Criteria	How identified
Evidence of working with young people.	Working in a school environment.	Application form
2 or more years work in a library environment.		Application form
Professional qualification in librarianship, information management or information.	Chartered Librarian qualification.	Application form & certificates
ICT literate (ability to use standard Office applications).		Application form & interview
Ability to cope with basic financial transactions.	Budget management skills.	Application form & interview
Use of electronic library management systems.	Experience of using Accelerated Reader Programme.	Application form & interview
Experience of using electronic sources for research purposes (including the internet).	Strategic management skills to support writing & leading library development plan.	Application form & interview
Good interpersonal and communication skills.	Willingness to draw on best practice / awareness of best practice within the school library sector.	Application form & interview
Methodical, accurate & logical.		Application form, interview & references
Attention to detail.		
Customer-oriented.		
Ability to prioritise, work under pressure and meet deadlines.		
Evidence of team-working.		
Commitment to professional standards.		

Effective organisational skills. Commitment to uphold all school policies, including safeguarding and equality and diversity policies. Willingness to attend meetings as required		Interview
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