

LIBRARIAN ASSISTANT GRADE 4 - PERSON SPECIFICATION

Qualifications & Training	Essential	Desirable	How Assessed
Educated to at least GCSE grade 4 standard or equivalent in English and mathematics.	X		Application Form
Professional qualification in librarianship, information management or information science.		X	Application Form
Experience of cataloguing and classification.	X		Application Form
At least one year's experience of working in a library and/or information/resource centre.		X	Application Form
Knowledge of the principles of research skills.		X	Application Form Interview
Chartered member of CILIP.		X	Application Form
Experience of working in a school or similar establishment.	X		Application Form Interview
Experience of working in a museum or museum learning setting.		X	Application Form Interview
Skills & Knowledge	Essential	Desirable	How Assessed
Ability to build and form good relationships with students and to instil a passion for reading in them.	X		Interview
Knowledge of behaviour management strategies.		X	Application Form Interview
Good understanding of child development and learning processes.		X	Application Form Interview
Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	X		Application Form Interview
Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation.		X	Application Form

Working knowledge of reader development initiatives and/or programmes.		x	Application Form
Ability to work constructively as a part of a team, understanding school roles and responsibilities including own.	x		Application Form Interview
Good customer service skills even when dealing with a difficult situation.	x		Application Form Interview
Good standard of numeracy and literacy skills.	x		Application Form
Can use ICT packages and equipment effectively to support learning.	x		Application Form Interview
Ability to absorb and understand a wide range of information.	x		Interview
Safeguarding	Essential	Desirable	How Assessed
Understanding of current statutory processes, procedures and associated documentation	x		Application Form & Interview
Personal attributes	Essential	Desirable	How Assessed
Ability to use initiative and prioritise one's own work even when under pressure.			Application Form Interview
A love of reading and for sharing that passion.			Application Form
Able to work flexibly to meet deadlines and respond to unplanned situations.			Application Form
Able to follow direction and work in collaboration with the line manager.			Application Form Interview
Efficient and meticulous in organisation.			Application Form Interview
Desire to enhance and develop skills and knowledge through CPD.			Interview

Commitment to the highest standards of child protection and safeguarding.			Application Form Interview
Recognition of the importance of personal responsibility for health and safety.			Application Form Interview
Commitment to the school's ethos, aims and its whole community.			Application Form Interview
<p>Safeguarding Statement</p> <p>Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.</p>			