

LIBRARIAN - PERSON SPECIFICATION

	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Education to GCSE standard with a minimum of 5 passes at GCSE (A* - C including English and mathematics or equivalent qualifications). 	<ul style="list-style-type: none"> • Degree / diploma in Librarianship accredited by CILIP (Chartered Institute of Library and Information Professionals)
Experience	<ul style="list-style-type: none"> • Experience of working in a library • Experience of working in a school environment 	<ul style="list-style-type: none"> • Experience of working in a school library
ICT Skills	<ul style="list-style-type: none"> • Ability to use computers, competent in using Microsoft Office and Google Drive. 	<ul style="list-style-type: none"> • Experience in using SIMS
Personal Qualities	<ul style="list-style-type: none"> • A love of books • Decision making skills and the ability to solve problems, prioritise workload and work on own initiative. • Well organised and capable of showing excellent attention to detail • Good organisational and interpersonal skills • High standard of literacy and accuracy • Able to work under pressure • Able to work as part of a team and be flexible • A commitment to quality and continuous improvement • Sense of humour 	<ul style="list-style-type: none"> • Confident public speaker
Communication Skills	<ul style="list-style-type: none"> • Able to communicate effectively verbally and in writing with a range of staff, students and parents. 	

Development and Training	<ul style="list-style-type: none">• Willingness to undertake further work-related training	
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All offers of employment are “conditional” until Disclosure and Barring and qualification checks have been successfully completed and satisfactory references have been received.

Redborne is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.