

School Librarian Person Specification

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> ● Knowledge of or experience in library management, resource management and information literacy instruction equivalent to NVQ Level 2, preferably in a school environment. ● Knowledge of library cataloguing and classification systems, as well as experience with library automation systems and educational technology tools. ● Experience of maintaining and manipulating computerised and/or paper based data/information. ● Working knowledge of word processing and spreadsheet packages. 	<ul style="list-style-type: none"> ● Experience of working in a service oriented environment.
Abilities and Aptitudes	<ul style="list-style-type: none"> ● Strong communication and interpersonal skills, with the ability to work collaboratively with students, faculties, and other stakeholders. ● Strong organisational and administrative skills, including budgeting, record-keeping, and inventory management. ● Ability to complete accurate financial and arithmetic calculations. ● Ability to file and retrieve information, both in paper and electronic formats. ● Ability and willingness to work cooperatively as part of a team ● Ability to adapt to changing technologies and educational trends, and to keep abreast of new developments in library science and education. 	<ul style="list-style-type: none"> ● Aptitude to adapt working style to meet the needs both of adults and of children ● Aptitude to use standard office equipment efficiently ● Ability to communicate effectively with students and colleagues at all levels and in various ways (face-to-face, on the phone and by email)