

GENERIC PERSON SPECIFICATION

POST: LIBRARIAN – GRADE 5			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>KNOWLEDGE</u>			
English and Maths to GCSE Grade C or equivalent	To demonstrate a good level of numeracy and literacy	Now	5
Administrative and organisational skills/experience (within a school, library or office environment)	To complete clerical duties and maintain accurate records for the library service in line with school procedures To maintain filing systems and store/organise books and library resources	Ability and some experience now; training given in specific school systems	4
Proven interest in books and reading and some evidence of helping to develop children's interest in this area	To advise/guide children and teachers in the selection of books and resources	Now	5
<u>MENTAL SKILLS</u>			
Ability to use own judgement	To resolve day to day issues, problems and queries	With support	3
Creative aptitude/ability	To create displays and maintain an attractively presented and welcoming library	Desirable	3

GENERIC PERSON SPECIFICATION

POST: LIBRARIAN – GRADE 5			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>INTERPERSONAL & COMMUNICATION SKILLS</u> Ability to communicate effectively with children and adults	To develop and maintain effective working relationships with pupils, colleagues, “partners” of the school (School Library Service, Parents, PSA, Visitors using the school library) To act as first point of contact for the library service	Now	4
<u>PHYSICAL SKILLS</u> Limited			
<u>INITIATIVE & INDEPENDENCE</u> To work on own initiative & organise own workload	To work alone in the library and plan/organise own workload on a day to day basis	Now	5
<u>PHYSICAL DEMANDS</u> To be physically capable of carrying/moving moderate weights	To lift and carry books within the library and to create/ arrange displays	Now – training in manual handling will be provided	4

GENERIC PERSON SPECIFICATION

POST: LIBRARIAN – GRADE 5			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<u>MENTAL DEMANDS</u>			
Ability to concentrate for short periods of time	To carry out activities that require concentrated attention: e.g. stock check	Now	4
<u>EMOTIONAL DEMANDS</u>			
Minimal			
<u>RESPONSIBILITY FOR PEOPLE</u>			
Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school; To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	Awareness of the sensitivity of these issues now. Training in school procedures given	4
<u>RESPONSIBILITY FOR SUPERVISION</u>			
Supervisory ability/previous experience	To help plan and prioritise the work of any volunteer helpers	Not essential as training will be given	2
<u>FINANCIAL RESPONSIBILITY</u>			
Ability to manage a budget	To assist with the management of the library	Not essential	2

GENERIC PERSON SPECIFICATION

POST: LIBRARIAN – GRADE 5			
SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
	budget, (with support from the School Business Manager)		
<u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u>	To care for and maintain books and other library resources, including undertaking minor repairs as required	Now	3