

Person Specification School Librarian

	Essential	Desirable	Method of Assessment
Education/Qualifications	Degree and /or Diploma in Librarianship accredited by CILIP (Chartered Institute of Library and Information Professionals)		Application form/Interview /test?
Skills / knowledge	<ul style="list-style-type: none"> • Confident and accurate use of Microsoft Office • Proficient use of SIMs database • Decision-making skills and the ability to solve problems, prioritise workload and work on own initiative • Good organisational ability with a systematic and methodical approach • Excellent communication skills with an ability to communicate with a range of staff, pupils and parents • High standard of literacy and accuracy • Tact, diplomacy and ability to maintain confidentiality • Attention to detail 	Confident public speaker	}Application form
Experience	Experience of working in an Academic Library Experience of working in School environment	Experience of a School Library	}Application form
Personal qualities	<ul style="list-style-type: none"> • Confident • Excellent timekeeper • Positive work attitude • Commitment to the ethos of the School • Enjoys challenges • Have creative energy • Flexible approach to work • Ability to work under pressure • Smart in appearance • Outgoing personality • Sense of humour • Professional 		Application form/ Interview