



Person Specification

School Librarian

Criteria	Essential (E) or Desirable (D)
Education	
Educated at least to 'A' level standard	E
First degree or equivalent professional qualification in librarianship	E
Professional membership of CILIP e.g. CLIP or FCLIP (or the precursor ALA)	D
Evidence of appropriate professional development	E
Experience	
Substantial experience in a library or information systems environment	E
Substantial experience of the use of computerised information systems	E
Successful management experience, preferably as a team leader or deputy team leader	D
Experience of working in the education sector	D
Experience of working in a multi-cultural environment	D
Experience of personnel management	D
Experience of establishing systems and policies	D
Knowledge, Skills and Abilities	
Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile	E
Shows a clear vision for the role of support staff in underpinning teaching and learning	E

Criteria	Essential (E) or Desirable (D)
<p>Knowledge, Skills and Experience (cont'd)</p> <p>Ability to devise, implement and evaluate systems and procedures</p> <p>Ability to work as a member of the school's Middle Management Team</p> <p>Commitment to the development of the school as a community resource</p> <p>Commitment to the use of Information and Communications Technology for teaching and administration purposes</p> <p>Proven experience of monitoring the performance of other staff</p> <p>Ability to reach into the local community and ensure that the school has a high profile as a learning institution</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p>
<p>Deployment of Resources</p> <p>Experience of financial planning and budget management</p>	<p>D</p>
<p>Personal Qualities</p> <p>Committed, practising Christian</p> <p>Awareness and appreciation of the Anglican tradition</p> <p>Committed to setting and maintaining high standards</p> <p>Committed to education principles which are inclusive of all pupils</p> <p>Ability to work in partnership with pupils, parents, staff and governors</p> <p>Excellent interpersonal and communication skills</p>	<p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

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