SAINT CECILIA'S
CHURCH OF ENGLAND SCHOOL

Post of Library Assistant

Person Specification

Criteria	Essential (E) or Desirable (D)
Education	
Educated at least to A-level or equivalent, with excellent written and spoken English	E
Experience	
Competence with various ICT applications and equipment and enthusiasm for ICT	E
Demonstrable interest in children's and young adults' literature and educational resources	E
Awareness of developments in the digital environment and their implications in a school	D
Experience of providing high quality support to learners	D
Experience of working in a multi-cultural environment	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
Works well as part of a small team and/or independently	E
Proficient in the use of ICT including databases, Microsoft Office	E
Able to prioritise tasks, particularly when under pressure	E
Communicates professionally with a wide range of people, and children of all ages	E
Shows a clear understanding of the role of support staff in underpinning teaching and learning in a school situation	E

Criteria	Essential (E) or Desirable (D)
Personal Qualities	
Excellent interpersonal and communication skills	E
Dependable and reliable in the context of a small team	E
Committed to maintaining high standards	E
Committed to educational principles which are inclusive of all pupils	E
Ability to work in partnership with pupils, parents, staff and governors	E
Committed, practising Christian	D
Awareness and appreciation of the Anglican tradition	D