



## PERSON SPECIFICATION

### JOB TITLE: School Librarian

This acts as selection criteria and gives an outline of the type of person and characteristics required to do the job.

Attributes	Desirable	Essential
<b>Education/Qualifications</b>	Degree level educated, and professionally qualified in Librarianship and information science.	Educated to GCSE level
<b>Experience</b>	Previous experience in a library Previous experience in a school or educational setting	Previous experience of an administrative nature
<b>Skills/Knowledge/Aptitude</b>	IT literate and confident in the use and application of IT systems, including the OLIVER library management system, knowledge of Word and Excel. Committed to the development of reading for pleasure and the delivery of information skills to enable independent learning. Be prepared to adopt and apply developments in information technology to improve learning and research outcomes.	Strong organisation skills  Ability to communicate effectively with colleagues and pupils  Ability to relate to pupils and to maintain discipline in the library.
<b>Motivation</b>	Enthusiasm for working with youngsters, and a readiness to be involved in the life of the school.	Willingness to undertake training  Ability to work on own initiative  Interest in reading and books
<b>Physical</b>		Ability to work at shelves 2m in height  Ability to lift boxes of books etc.
<b>Other</b>	Current first aid certificate	Willingness to undertake first aid training

*Queensbury Academy is committed to the safety and well-being of its students and staff. Safeguarding children is at the core of the academy activity. Staff and volunteers will be expected to adhere to the Safeguarding Children Policy and procedures at all times and conduct themselves appropriately in accordance with the guidance.*

*Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Governors. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.*