

Person Specification – Librarian

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| Responsible to | Head of English |
| Grade | 4 (pro rata salary £16,987- £19,903 per annum) |
| Hours | 37 hours per week, term time only plus 2 weeks (40 weeks) |
| Location | Based at Stoke Park School with a requirement to travel to undertake work at or for academies within the Trust |

| | Essential Criteria | Desirable Criteria | Measured By |
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| Education and Qualifications | <ul style="list-style-type: none"> • A relevant CILIP recognised librarian qualification • GCSE's grade C (4-9) or above in English and Maths or equivalent | | Application Form Certificates |
| Skills and Abilities | <ul style="list-style-type: none"> • Able to be flexible and adaptable to changing requirements and priorities day to day • Able to communicate effectively both verbally and in writing with a range of audiences • Ability to use the computerised library system for stock circulation and to maintain accurate records. • Highly organised; can prioritise and work well under pressure, meeting deadlines and exercising attention to detail • Able to plan for the effective and efficient use of available resources. • Able to support continuous improvement and implement and contribute to the design / re-design of systems | | Application Form Interview Test |

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| <p>Skills and Abilities Continued</p> | <ul style="list-style-type: none"> • Good interpersonal skills with a firm but friendly manner, in order to effectively supervise students. • Can methodically and accurately record, interpret and present written and numerical data in formats including spreadsheets and written reports for use in decision making • IT skills – familiarity with Windows, Microsoft Office and the Internet • An awareness of social media and online safety • Able to follow the School’s safeguarding procedures and recognise when to report concerns • Research skills – Using print reference materials and IT resources • Ability to work with groups of students to promote reading for pleasure • Ability to supervise students in a learning environment • Able to create a safe and stimulating environment for learners • Ability to organise the ordering, delivery and cataloguing of stock. • Ability to review, monitor and balance budget. • Able to work well independently and with others, including teaching staff and groups of students. • Able to develop extra-curricular student activity based around Library skills. | | <p>Application Form Interview Test</p> |
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| Experience | <ul style="list-style-type: none"> • Working well with children and young people • Successfully delivering library services • Problem solving • Using ICT systems to input, manage and interpret data | | Application Form Interview |
| Knowledge and understanding | <ul style="list-style-type: none"> • An understanding of cataloguing and classification of library stock • An understanding of librarianship in the context of a School environment • Excellent knowledge and a love of children's literature. | <ul style="list-style-type: none"> • Knowledge of careers choices/destinations | Application Form Interview Test |
| Other requirements | <ul style="list-style-type: none"> • A professional role model who is committed to their others own professional development and to developing • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress • A belief in the value of the library in developing a working ethos in the school. • A commitment to making young people independent learners. | | Application Form Interview |

Person specification reviewed by: Natalie Rock, Head of School

Date: June 2019