

St Joseph's College: Person Specification
Post: Librarian



	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Training	<ul style="list-style-type: none"> Evidence of relevant full time further education GCSE Maths and English minimum grade C Good Keyboard skills Degree 	<ul style="list-style-type: none"> Hold (or soon to be completed) a degree or postgraduate qualification in Library and Information Studies or equivalent Computer literacy (MS Office including word-processing, spreadsheets and email) 	Actual certificates Reference
Experience Knowledge and skills	<ul style="list-style-type: none"> Able to relate well to children and adults. Deal sensitively with pupils and colleagues Good understanding of and ability to use relevant equipment eg computer Able to follow administrative procedures, understand and follow instructions Able to prioritise own workload and work to completing deadlines Able to work on own initiative 	<ul style="list-style-type: none"> Experience of working within a learning environment Working with families / carers Working with children with Special Educational Needs 	Reference Interview, letter
Health, Attendance and Reliability	<ul style="list-style-type: none"> Good attendance and reliability Professional dress Professional commitment Good timekeeping 		Reference
Quality of Relationships	<ul style="list-style-type: none"> An ability to work with as a member of a team To establish good relationships with children whilst setting firm boundaries To work creatively with children 		Interview, letter, reference,
General Qualities	<ul style="list-style-type: none"> Good oral and written communication skills Enthusiasm, flexibility, good organisation skills and commitment Conscientiousness Ability to meet deadlines Sense of humour Stamina and flexibility Commitment to professional development Commitment to the ethos of the school 		Interview, reference, letter