

**St Joseph's College: Person Specification**  
**Post: Librarian**



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