Haydock High School

Person Specification – Librarian

Area	E= Essential D= Desirable	**Where Measured** A – Application I – Interview
Education and Qualifications		
• Excellent skills and high standards in IT, numeracy and literacy.	E	A
• Excellent written communication skills.	E	A
Experience		
• Evidence of working to support children's learning gained in a relevant environment.	D	A/I
• Experience of supervising and working with groups of children.	D	A/I
• Experience of working in a school.	D	A/I
• Experience of working in a library.	D	A/I
• Experience of planning events and displaying work.	D	A/I
• Working collaboratively with other colleagues.	E	A/I
• IT experience including using Microsoft Office packages.	E	A/I
Skills and Abilities		
• Ability to work calmly and with patience.	E	A/I
• Good punctuality and attendance.	E	A/I
• Ability to work independently using own initiative and an integral team player.	E	A/I
• Encourage high standards of pupil behaviour.	E	I
• Awareness of the need for confidentiality.	E	I
• Good communication skills.	E	I
• Organisation and prioritisation skills.	E	I
• Excellent time management.	E	I
Other		
• A positive interest in working with young people.	E	A/I
• Ability to get the best out of young people and to empathise with their individual needs.	E	A/I
• To have high expectation of all students.	E	A/I

Area	E= Essential D= Desirable	**Where Measured** A – Application I – Interview
• Willingness to undertake training as required.	E	A/I
• Excellent attendance and punctuality.	E	I
• An ability to fulfil all spoken aspects of the role with confidence through the medium of English	E	I