

‘Helping every person achieve things they never thought they could’

PERSON SPECIFICATION

Job Title	LIBRARIAN
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KNOWLEDGE	ESSENTIAL	DESIRABLE
Up to date knowledge of reading and the ability to promote an effective reading culture	✓	
Proven experience of managing a library	✓	
A knowledge and experience of the effective use of data	✓	
Experience of driving and delivering reading strategies which have a demonstrable impact on Pupils		✓
A knowledge and keen understanding of how an effective school library works		✓

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Level 2 qualification in English and Maths or equivalent	✓	
Willingness and ability to obtain and/or enhance qualifications and training for development in the post	✓	
A relevant Level 3 qualification / degree		✓

SKILLS	ESSENTIAL	DESIRABLE
Ability to effectively communicate with a wide range of audiences, verbally and in writing	✓	
Ability to use standard ICT packages including Microsoft Office	✓	
Excellent time management and organisation skills	✓	
Ability to build effective working relationships with all stakeholders, including professionals, pupils and parents	✓	

Ability to undertake assessments and write reports to a high standard	✓	
Ability to work well under pressure and manage competing deadlines	✓	
Ability to track data and monitor progress of pupils	✓	
Awareness of whole school and wider educational issues		✓
Understanding of School child safeguarding procedures		✓
OTHER	ESSENTIAL	<i>DESIRABLE</i>
High expectations of pupil's achievement	✓	

Date Person Specification prepared/updated	November 2025
Person Specification prepared by	HR