



Ribston Hall High School

School Librarian

Person Specification

Essential	Desirable
Evidence of librarian experience and knowledge of the library systems	Relevant librarianship qualification
Educated to at least GCSE grade C in English and Mathematics (or equivalent)	Willingness to learn new skills or attend training courses as necessary
Demonstrates a passion and enthusiasm for reading	Additional skills and interests which would be of benefit to the school
Understanding of reading materials for 11 to 18 year olds	Previous experience of working in an educational setting
Ability to work in a complex, busy, service driven environment	
Excellent interpersonal skills and communication skills and the ability to relate well to others	
Excellent command of written and spoken English	
Excellent organisation and administrative skills, with the ability to remain calm under pressure and work to tight deadlines	
A systematic approach to tasks and attention to detail	
Evidence of a proactive approach to planning and prioritising work	
Excellent ICT skills, competent and confident ability with database input, and use of a range of Microsoft applications	
Commitment to own professional development	
Commitment to safeguarding and promoting the welfare of children	