

PERSON SPECIFICATION

SEDGEHILL SCHOOL

JOB TITLE: Librarian

1. Job related knowledge/aptitude/skills

Knowledge:

- Detailed knowledge of librarianship
- Knowledge of the school and local community and the development and the role of the LRC within it.
- Knowledge of trends and developments in education and the library and information sector
- Detailed knowledge of how library and information services can support education and lifelong learning
- Understanding of human resource management
- A working knowledge of children's and young peoples' literature

Aptitude:

- Initiative and creativity in service delivery
- Ability to team build effectively
- Ability to work under pressure and to deadlines
- Ability to co-ordinate initiatives with other schools and partners
- Ability to lead and manage change
- Ability to think innovatively and laterally

Skills:

- Good people and customer care skills
- Good negotiation and conflict resolution skills
- Effective leadership and interpersonal skills
- Excellent oral and written communication skills
- Excellent IT skills and ability and willingness to promote the use of ICT within the LRC
- Excellent organisational and project management skills
- Demonstrated skills in operational & strategic planning

2. Experience:

- Of effective management of staff and budgets
- Of managing projects
- Of partnership working
- Of monitoring and evaluating service performance
- Of identifying needs, analysing problems and of producing solutions to deadlines and within financial constraints
- Of translating theory and principles into viable actions which can be monitored
- Experience of middle management in libraries

3. General Education:

- Qualification in librarianship (CILIP recognised)

4. Personal Qualities:

- Self motivated and able to use initiative
- Enthusiastic and energetic
- Able to respond quickly and act decisively
- Able to relate to others
- Able to think laterally

5. Circumstances:

- If required, able to attend meetings, courses or events outside normal working hours to fulfil the needs of the post

6. Physical:

- Generally must meet LBL requirements for the Post (including use of VDU)

7. Equal Opportunities:

- Demonstrated commitment to translating equal opportunity policies into operational practice
- Awareness of equal opportunities issues as they affect the LRC and service delivery