

Person Specification: Library Coordinator

Candidates must be able to demonstrate the following essential requirements:
Qualifications and Experience:
GCSE English and Maths at a grade C or above.
A library qualification or relevant training.
Experience of working in a library, school or education setting.
Strong organisation and administrative skills.
Knowledge of literature suitable for a secondary school setting.
Experience of promoting and supporting literacy initiatives, to include reading, writing and oracy.
Confident using IT systems and library software.
Safeguarding:
A commitment to the protection and safeguarding of children.
Up to date knowledge of relevant safeguarding legislation and the ability to promote a culture of safeguarding across the school community.
Committed to ensuring the behaviour, safety and welfare of students is paramount at all times.
Personal and Professional Skills and Attributes:
Excellent communication and interpersonal skills.
Able to engage with and motivate young people.
Able to provide a consistently high service to all students, staff and other stakeholders.
Committed to the culture and ethos of the school.
High expectations and professional standards of self and others.
Highly motivated, enthusiastic, positive and resilient.
Strong self-awareness as well as demonstrating emotional intelligence.
Effective communication skills with all stakeholders.
Excellent organisational skills and be able to work under pressure.
Creative, innovative, supportive and able to manage change effectively.
Committed to continual personal and professional development of yourself.

The assessment of the applicant against the afore mentioned specification points will be evidenced from the application form and interview process.