

PERSON SPECIFICATION

Job Title:	Librarian	Reporting to:	Assistant Headteacher
Salary:	Grade 3a Point 9-15	Location:	Arena Academy

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications		
• GCSE English and Maths (grade A*-C) or equivalent.	X	
• A qualification in an area related to running a Library		X
Experience, Knowledge, Skills/Competencies		
• Experience of working within a school environment.	X	
• Experience of working within a library.	X	
• Experience of Dewey decimal system and using appropriate computer-based book check in/out system.	X	
• A good understanding of child development and learning processes.	X	
• The ability to follow instructions from other staff and also be able to work independently.	X	
• To make effective contributions to the team as appropriate.	X	
• Experience of and the ability to deal positively with children and parents.	X	
• The ability to manage behaviour effectively.	X	
• The ability to set and meet targets for learning and meeting reading strategy requirements, under the guidance of appropriate staff.	X	
• Experience of working with students with Special Educational needs.		X

	Essential	Desirable
Personal Attributes		
• Demonstrate resilience, the ability to work under pressure and meet deadlines.	X	
• Ability to think strategically, creatively and to prioritise.	X	
• Excellent communication skills (including written, oral and presentation skills).	X	
• Excellent interpersonal skills.	X	
• A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme.	X	
• Willingness to work as a team and support others in the team.	X	

Personal Attributes

- Demonstrate resilience, the ability to work under pressure and meet deadlines. X
- Ability to think strategically, creatively and to prioritise. X
- Excellent communication skills (including written, oral and presentation skills). X
- Excellent interpersonal skills. X
- A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme. X
- Willingness to work as a team and support others in the team. X

How to apply

For further information about this exciting opportunity, or to arrange an informal discussion, please contact the Recruitment Team at recruitment@CORE-education.co.uk.

Applications can be made through the CORE Education Trust website under Work With Us, or alternatively via My New Term.

For more information, please visit www.CORE-education.co.uk/work-with-us.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.

CORE Education Trust, 23 Langley Walk, Ladywood, Birmingham B15 2EF

0121 389 2824 • enquiry@core-education.co.uk

Group CEO: Adrian Packer CBE

CEO: Jo Tyler

 @COREeducate  @COREeducate