



## PERSON SPECIFICATION

<b>JOB TITLE</b>	Graduate Library Trainee
<b>DEPARTMENT</b>	Library
<b>SECTION</b>	Whole School
<b>LINE MANAGER</b>	Head Librarian

The successful candidate will be required to fulfil all duties as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

CRITERIA	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS, SKILLS &amp; EXPERIENCE:</b>		
Basic literacy and numeracy skills	√	
Intent to apply to a Postgraduate Librarianship course subsequent to completing this role	√	
A demonstrated willingness to learn	√	
Experience working with children and young people		√
Experience working in a library environment		√
Ability to communicate with children and young people in an enthusiastic manner	√	
Ability to form appropriate relationships and maintain appropriate boundaries with children and young people from a diverse range of backgrounds	√	
Familiarity with Microsoft Office software	√	
Proven ability to work effectively in a team	√	
Excellent communication skills	√	
Excellent time management and organisation skills	√	
Knowledge of current children's and young adult literature		√
Familiarity with library management software (e.g. Accessit)		√
<b>APTITUDES:</b>		
Enthusiasm to learn the processes required for the upkeep of a successful school library	√	
Safeguard and promote the welfare of children	√	
Contribute to the wider school community	√	
Enthusiastic about working with all children and young people between the ages of 4 and 18	√	
Ability to uphold appropriate standards of behaviour in the library	√	
Discretion, courtesy, honesty, and integrity	√	

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Reliable, punctual, diligent and well-organised	√	
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