

Person Specification

Job Title: **Senior Librarian/Independent Studies Manager**

Scale/Salary: **(PO1) (Spinal Point 26-28)**
Term Time (40 weeks per year) (Full time/Part time)

It is recognised that candidates may not meet all of the Essential criteria but we are looking for the best fit for our students and school.

<i>Essential</i>		Evident in Application	Evident at Interview
1.	Degree or relevant professional qualification in librarianship, information management, or a related field	✓	
2.	Evidence of continuing professional development		

EXPERIENCE

<i>Essential</i>			
3.	Ability to provide flexible learning support for the delivery of the curriculum.	✓	
4.	Experience of managing a library or learning resource centre, ideally within a secondary school setting	✓	
5.	Experience of working with young people in an educational environment	✓	✓
6.	Knowledge and experience of implementing health and safety regulations.	✓	
7.	Ability to communicate effectively both orally and in writing.		✓
8.	Numeracy skill at the level required to make accurate calculations and estimates and keep accurate records.		✓
9.	Experience of leading reading or learning initiatives	✓	
10.	Understanding of a commitment to the aims and equal opportunities and other policies of the school.	✓	✓
<i>Desirable</i>			
11.	Ability to maintain acceptable behaviour of students using appropriate techniques and approaches whilst at the same time promoting a welcoming atmosphere in the library.		✓

SKILLS AND KNOWLEDGE

<i>Essential</i>			
12.	Excellent knowledge of library management systems and current educational resources	✓	
13.	Ability to foster a love of reading and support independent learning	✓	✓
14.	Strong organisational and administrative skills	✓	

15.	Effective communication and interpersonal skills	✓	
16.	Ability to work collaboratively with staff, students, and external partners	✓	✓
17.	Good IT skills, including use of library software and digital resources	✓	

PERSONAL

<i>Essential</i>			
18.	Evidence of energy, enthusiasm and resilience		✓
19.	A strong sense of loyalty to the school	✓	
20.	An ability to maintain professional integrity even when under pressure		✓
21.	Passionate about promoting reading and learning	✓	✓
22.	Approachable, supportive, and proactive		✓
23.	Commitment to upholding and promoting the ethos and values of the school	✓	
24.	Ability to work independently and as part of a team		✓
25.	High expectations for all students	✓	✓
26.	A good work ethic and a professional approach		✓
27.	Commitment to safeguarding and promoting the welfare of children and young people	✓	✓
<i>Desirable</i>			
28.	Good sense of humour and perspective		✓

March 2026

Signed.....Dated.....