



PERSON SPECIFICATION

Qualifications	Educated to Degree Level
Experience	<p>A track record of excellence in enabling young people to achieve and exceed targets. Specialist in Accelerated Reader Programme. Ability to guide students to pertinent reading and interest levels. Experience of compiling and presenting Key Performance data in relation to reading ages to Staff, Governors, Ofsted, and external assessors. Supervising a very busy library in a welcoming and calm manner. Use and knowledge of library management system. Effectively answering student and staff enquiries. In depth knowledge of Children's/Young Adult/Classical/Nonfiction Literature. Ordering all library stock. Liaison with Education Library Services. Organising and running excursions. Supervisory experience of staff and/or volunteers. Reporting of Health and Safety issues. Safeguarding Reporting.</p>
Job Related Knowledge	<p>Accelerated Reader Specialist. Effective support and intervention strategies. Collaborative approach to raise achievement in reading across KS3, 4 & 5. Understanding of customer service excellence in relation to students. Cataloguing and classification. Extensive knowledge of Fiction/Young Adult/Classical/Nonfiction Literature Knowledge of key safeguarding procedures and expectations</p>
Skills and Aptitudes	<p>Student focussed approach. Calm and considered. Sense of perspective and sense of humour. Ability to support and motivate. Clear commitment to achieving the best for all students. Belief in inclusion, achievement, and aspiration. To have a strong presence and maintain a high profile. To secure the professional respect of colleagues. Ability to work on own initiative with minimum supervision. Computer skills. Preparing and presenting Power Point Presentations. Organisational and time management skills. Analytical and problem-solving skills. Excellent written, oral, and listening skills. Organised and methodical.</p>
Other Requirements	<p>Ability to carry stock up to 15 kg in weight and reach high and low shelves. Enhanced DBS plus Children's/Adults Barred List Flexible approach Willingness to undertake professional development</p>