



# SANDHURST SCHOOL

## PERSON SPECIFICATION

Job Title: School Librarian		Department: Support Staff
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KEY CRITERIA	E/D	REQUIREMENT
<b>Qualifications and Training</b>	E E  D	<ul style="list-style-type: none"> <li>GCSE Maths and English at a grade C (4) or above.</li> <li>Willing to partake in further in-service or external staff development and training and take responsibility for own professional development and be</li> <li>Qualifications above GCSE- A level, degree or other higher-level qualification.</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	E E E E E E E E D D D	<ul style="list-style-type: none"> <li>Strong communication skills</li> <li>Strong organisational skills</li> <li>Ability to maintain a professional manner in challenging situations</li> <li>Adaptable and flexible in approach to the work</li> <li>Ability to multi-task</li> <li>Ability to relate well to children and to adults</li> <li>Good use of standard ICT packages and ability to learn other packages as required.</li> <li>A love of reading, knowledge of books or willingness to learn.</li> <li>Experience of working in a school or other educational setting</li> <li>Experience of using SIMS</li> <li>Coaching and mentoring skills</li> </ul>
<b>Work-related Personal Requirements</b>		<ul style="list-style-type: none"> <li>Term time only</li> <li>Must attend INSET at the start of the academic year</li> <li>To prepare for and attend the school open evening</li> </ul>
<b>Other Work Requirements</b>		<ul style="list-style-type: none"> <li>The Trust and School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.</li> <li>Satisfactory DBS check</li> <li>The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with school policy</li> </ul>

E – essential  
D - desirable