



**RAINHILL
HIGH SCHOOL**

Person Specification
School Librarian

Criteria	E/D	A/I
<u>Knowledge and Experience</u>		
Experience of working with young people of all ages	E	A/I
Experience of delivering to deadlines and achieving set targets to a high standard	E	A/I
Experience of allocating and prioritising workload effectively to gain maximum productivity	E	A/I
Previous experience in a similar role	E	A/I
Strong IT Skills including knowledge of MS Office	E	A/I
Experience of working in a school, library or other learning environment	D	A/I
Knowledge of or experience with Eclipse library system	D	A/I
Experience of working with confidential information	D	A/I
Awareness of current issues in the Education sector	D	A/I
<u>Qualifications and Training</u>		
Excellent literacy and numeracy skills - Minimum of GCSE or equivalent grade C in English and Maths	E	A/I
Training in the literacy/numeracy strategy	E	I
Training in special educational needs strategies	E	I
Willingness to undertake first aid training	E	I
Degree in Information, English or another relevant subject	D	A/I
A qualification in Librarianship	D	A/I
<u>Skills and Abilities</u>		
Strong interest in children's and young adult literature – both classic and contemporary	E	A/I
Passion for reading	E	A/I
Excellent time management, planning and organisational skills	E	A/I
Ability to work independently to organise own workload	E	A/I

Headteacher: Mrs Josie Thorogood

 01744 677205
 mailmgr@rainhillhighschool.org.uk
 www.rainhillhighschool.org.uk



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Warrington Road
Rainhill
Prescot
L35 6NY



Criteria	E/D	A/I
Strong interpersonal skills with the ability to demonstrate engaging oral and written communication	E	A/I
Highly motivated individual with an innovative approach	E	I
Problem solving and analytical skills	E	A/I
Good team player	E	A/I
Flexible approach	E	A/I
Good Behaviour Management	D	A/I
<u>Commitment to Equal Opportunities</u>		
Ability to understand and demonstrate commitment to equality and diversity in the workplace	E	A/I

E = Essential requirement of the role

D = Desirable requirement of the role

A = Assessed via the application form

I = Assessed at Interview

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