



Cardinal Wiseman Catholic School

Part of The Romero Catholic Academy

Person Specification – Librarian & Literacy Support Officer

	Essential	Desirable	Evidence
Qualifications/Education:			
4 GCSE'S or equivalent Grade A-C or equivalent to include English & Maths	✓		
Attainment of NVQ level 3 qualification or equivalent or a library qualification		✓	
Knowledge, Skills & Experience:			
Understanding of the distinctive nature of a faith school	✓		
Working within a school environment.	✓		
Experience of working around children/young persons, preferably in a school setting.		✓	
Knowledge, understanding and competence in Microsoft Office, Google Suite and Library management systems	✓		
Knowledge and understanding of the National Curriculum especially literacy strategies.	✓		
Understanding of behaviour management strategies.	✓		
Willing to undertake training to fulfil the needs of the role and support the school and academy.	✓		
The ability to analyse the needs of library users and secure appropriate resources to meet those needs.	✓		
Creativity in making the library an attractive place for students, supporting literacy and developing the research capabilities of students	✓		
Excellent written and oral communication, including the accurate use of English grammar, punctuation and syntax	✓		

Personal Qualities:			
A practising Catholic.		✓	
Sympathy with the Catholic ethos of the school, including a commitment to co-operation and helpfulness and a concern for the well-being of others.	✓		
Excellent timekeeping.	✓		
Flexible attitude to work to include; <input type="checkbox"/> Working hours <input type="checkbox"/> Demands and changes in the role <input type="checkbox"/> Willingness to be involved in the school	✓		
Smart, professional appearance.	✓		
Honesty, integrity and reliability.	✓		
Professional Skills, Qualities & Abilities			
Ability to deal with all people (colleagues, parents, students etc.) in a polite and courteous manner, showing firmness, when necessary.	✓		
Excellent organisation skills.	✓		
Ability to prioritise workload and to work to, and to meet, deadlines.	✓		
Excellent communication skills in written, verbal and listening.	✓		
Ability to work calmly under pressure and also offer the flexibility required with regards to the hours worked during the course of the day.	✓		
Exercise initiative.	✓		
Ability to supervise students both in and out of the school in line with the school's behaviour policy.	✓		
Ability to organise the classroom activities, e.g. preparing and setting out resources.	✓		
Ability to work using own initiative and as part of a team.	✓		
Ability to work in partnership with all staff, teaching and support at school and within the academy, with resilience and enthusiasm.	✓		
Commitment to safeguarding and protecting the welfare of children and young people.	✓		
Commitment to Health and Safety	✓		
Commitment to Equality and Diversity.	✓		