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**Person Specification**

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**Post: Library and Study Centre Manager**

**Responsible to: Assistant Principal**

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| **E: Essential** | **D: Desirable** |

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| **Criteria** | **E** | **D** | **Method of Assessment** |
| **Formal Qualifications** | | | |
| A degree in the field of library studies accredited by CILIP, or other ICT related subject. |  |  | Application |
| Recognised IT qualification (e.g. ECDL) |  |  | Application |
| Recognised teaching qualification |  |  | Application/Interview |
| **Background & Experience** | | | |
| Learning/Resource centre management. |  |  | Application |
| Experience of working in an educational environment |  |  | Application |
| Supervisory experience in a customer service environment |  |  | Application |
| Experience of managing equipment and resources |  |  | Application/ Interview |
| Experience in managing teams and individuals |  |  |
| Experience of developing and publishing VLEs |  |  |
| Experience in organising and delivering training to mixed age groups |  |  |
| Experience of managing library or information systems |  |  |
| **Personal Qualities** | | | |
| Able to lead, organise, manage and motivate a team. |  |  | Application/Interview |
| Adaptable and able to pick up new techniques with a desire to stay updated on current and new technologies |  |  |
| Ability to manage CPD of others in the team. |  |  |
| Demonstrate supervisory skills |  |  |
| Excellent interpersonal and communication skills |  |  |
| A willingness to manage training sessions for staff and students |  |  |
| A commitment to the continuous development of library/information services. |  |  |
| The ability to comply with the requirements needed to perform this role in relation to working with children, young people and vulnerable students |  |  |
| Awareness of risk assessments within health & safety responsibilities |  |  |
| Good time keeping and attendance record |  |  |
| A willingness to work some early starts (8.15am) and late finished (7.30pm) |  |  |