Alder Community High School

Role: Library and Study Centre Coordinator

Grade: E (SCP 11-16)

Person Specification

	Essential	Desirable	Method of Measuring
Qualifications:			
GCSE Maths and English (Grade 4/C or above) or equivalent.	X		A, C
A qualification in librarianship or equivalent		X	A, C
Skills and Experience of:			
IT skills in particular Microsoft Office programmes	X		A, I
Communicating and liaising professionally with stakeholders	X		A, I, R
Allocating and prioritising workload	X		A, I, R
Working with young people age 11-16		X	A, I
Behaviour management skills		X	A, I
Working with students with SEND		X	A, I
Planning and delivering reading intervention		X	A, I
Management information systems e.g. SIMS		X	
Organising events		X	A, I
Monitoring and evaluating events		X	A, I
Prior experience in a similar role		X	A, I
Knowledge and Understanding of:			
The education system	X		A, I
GDPR and confidentiality	X		A, I
Safeguarding and child protection		X	A, I
Personal Qualities:			
Flexible and adaptable in your approach to the job	X		A, I, R
Able to work on your own initiative	X		A, I, R
Able to communicate effectively with all stakeholders	X		A, I, R
Able to treat information confidentially	X		A, I, R
Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation	X		A, I, R
A good team player	X		A, I, R
Willing to participate in staff training	X		A, I, R
Enthusiastic and committed	X		A, I, R
Professional in your conduct	X		A, I, R

Key

A – application form C – original certificates I - interview process R - references