



<b>A SKILLS, KNOWLEDGE AND APTITUDES</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>A1 Excellent written and oral communication skills</li> <li>A2 Confident in numeracy skills</li> <li>A3 A love of literature and eagerness to engage young people in reading for pleasure</li> <li>A4 Good ICT skills</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>A5 Awareness of child safeguarding</li> <li>A6 Knowledge of teen fiction</li> <li>A7 Experience with accelerated reader</li> <li>A8 Broad understanding of the secondary school sector</li> </ul>
<b>B QUALIFICATIONS AND TRAINING</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>B1 Have English and Maths GCSE passes or equivalent</li> <li>B2 A Minimum of 5 good GCSE passes</li> <li>B3 Evidence of relevant training to carry out the responsibilities</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>B4 Advanced level qualifications in appropriate subjects</li> </ul>
<b>C EXPERIENCE</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>C1 Must have prior experience of working in a library</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>C2 Experience of working with children</li> </ul>
<b>D PERSONAL QUALITIES</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>D1 Ability to build warm and effective working relationships with children and adults</li> <li>D2 Confidence to organise and manage groups of students independently</li> <li>D3 Enthusiasm and high levels of personal motivation</li> <li>D4 Capacity to develop students' curiosity and love of literature</li> <li>D5 Excellent timekeeping and capacity to complete tasks to meet deadlines</li> <li>D6 A team player, who will be flexible and will resolve problems</li> <li>D7 Enthusiasm to develop students beyond the classroom by participating regularly in extra curricular activities.</li> <li>D8 Commitment to carry on learning</li> </ul>



E	SPECIAL REQUIREMENTS
	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>E1 Colleague who will actively support our ethos</li><li>E2 Professional standards in dress, attendance and punctuality</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>E3 Practising and committed Roman Catholic</li><li>E4 Driving licence</li></ul> <p><i>Please note: short-listed applicants will be expected to bring to interview the originals of their qualification certificates.</i></p>