

Hendon School



School Librarian Assistant Person Specification

Qualifications	Essential	Desirable	Assessed by	Met criteria for shortlisting ✓
Excellent standard of English and Maths. Evidenced by GCSE Grade 5-9 (A-C) or equivalent	✓		AF	
Experience				
General administrative work		✓	ST	
Supervisory experience		✓	AF	
Experience of display work		✓	AF	
Experience of talking to groups of young people		✓	ST/INT	
Experience of using databases		✓	AF	
Evidence of using library management systems		✓	AF	
Experience of working in a library/with books		✓	AF	
Experience of working with young people	✓		AF/INT	
Experience of supporting the learning of young people		✓	AF/INT	
Skills				
Knowledge of school library's software		✓	AF	
Ability to work quickly, accurately and methodically		✓	AF	
Excellent communication skills both verbal and written	✓		INT	
Good research skills		✓	AF	
Ability to work both independently and as part of a team		✓	AF	
Ability to work under pressure		✓	INT	

and remain calm in difficult situations				
Ability to prioritise work and meet deadlines		√	AF/ST	
Open to change			INT	
Knowledge, understanding and competence in ICT		√	AF/ST	
Behaviour management skills		√	AF/INT	
Other				
Commitment to safeguard and promote the welfare of children and young people	√		AF/INT	
Self- Motivated		√	AF/INT	
Commitment to personal CPD		√	AF/INT	

Key:

PQ=Prerequisite Qualification, AF=Application Form,

SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Hendon School is committed to safeguarding and promoting the welfare children and young people. In addition to assessing the candidates' ability to perform the duties and responsibilities associated with the post, the interview will also explore issues relating to safeguarding and promoting the welfare of the students.