



Person specification – Librarian:

Overview:

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking for someone who has a warm and encouraging manner that will bring out the best in others. They will be reliable, organised, and efficient and a good team player. They should be flexible and ambitious, displaying drive and determination.

Essential qualifications:

- Eligible to work in the UK
- An enhanced disclosure via the DBS (which the school can facilitate)
- Strong Literacy and Numeracy skills

Essential experience:

- Evidence of forming and maintaining suitable relationships and personal boundaries
- Experience of working with IT

Desirable Experience:

- Interest or experience of working with children in key stage 2 and 3
- Previous experience working with children in a school setting
- Understanding of Keeping Children Safe in Education (KCSiE) and safeguarding in schools

Personal attributes:

- A passion for developing young lives
- A love of books, reading and information sharing
- Warm and encouraging manner
- Imagination, creativity, and lots of energy
- Strength as a team player with the ability to build a strong team ethos
- Ability to act as an ambassador and professional advocate for the school
- Strong personal credibility and the capacity to build relationships
- Resilience and capacity to cope under pressure
- Sympathy with the Christian ethos and values of the school

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.

