



## **Library & Learning Resources Manager**

### **Person Specification**

#### **Experience**

Desirable to have at least two years of working in a school or college library

#### **Qualifications**

- Degree or postgraduate qualification in librarianship or information management is desirable
- Chartered member of CILIP is desirable

#### **Knowledge, skills, abilities**

The candidate needs to be able to demonstrate a knowledge of:

- secondary education with an awareness of current issues and trends
- reading interests of secondary students and reader-development initiatives
- information literacy teaching methods
- development planning, monitoring and self-evaluation
- budget management
- health and safety issues
- library management systems (experience of AccessIt preferred)
- ICT competence to ECDL level or equivalent
- Time management
- Behaviour management
- Materials selection in all formats

#### **Personal and physical qualities**

- likes working with people of various ages (teenagers, staff, parents)
- experienced team worker
- enthusiastic, self-motivated and flexible
- willing to become involved in school activities outside the library and contribute to the rich extra curricular programme at Ripon Grammar School
- able to work at shelves from floor level to 2m in height, to deal with boxes of books, climb stairs