

**Southborough C of E Primary School Person Specification for  
Library Leader (with Digital and IT Responsibilities)**

Required	Desired
<p><b>Qualifications and Training</b></p> <ul style="list-style-type: none"> <li>• GCSE in English, Maths and computing (A-C or equivalent)</li> <li>• A level English</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of communicating with a wide range of people from different backgrounds</li> <li>• Planning, organizing and supervising enrichment activities for children</li> </ul> <p><b>Knowledge, and Understanding</b></p> <ul style="list-style-type: none"> <li>• Knowledge of technology to effectively support the pupils</li> <li>• Demonstrate confident and competent use of IT systems relevant to a primary school environment</li> <li>• Have a practical understanding of educational technology and how it supports teaching and learning</li> <li>• Be able to support staff and pupils in the effective use of classroom technology and digital tools</li> <li>• Show the ability to troubleshoot basic technical issues and know when to escalate more complex problems</li> <li>• Have experience using management information systems, library systems, or other digital platforms (or demonstrate the ability to learn these quickly)</li> <li>• Understand and promote online safety, digital safeguarding and data protection, particularly when working with children</li> <li>• Be able to explain technology clearly and patiently to colleagues with varying levels of confidence</li> <li>• Knowledge of children’s literature</li> <li>• Understanding of the issues around safeguarding and behaviour in a school setting</li> <li>• A knowledge of some of the emotional, behavioural and social difficulties that may create a barrier to learning</li> </ul> <p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Demonstrates an interest in emerging technologies and their use in education</li> <li>• Has experience using or supporting platforms such as Google Workspace / Microsoft 365, library management systems, or learning platforms</li> <li>• The ability to encourage and foster the love and enjoyment of reading and technology</li> <li>• An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development</li> <li>• The ability to develop an understanding of the educational, welfare and social needs of pupils</li> <li>• Proven written and communication skills</li> <li>• Excellent IT skills and knowledge</li> <li>• Numeracy and literacy skills to effectively support the pupils</li> <li>• The ability to incorporate the use of new technology to enhance learning opportunities</li> <li>• The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team</li> <li>• The ability to work with a range of professionals from external agencies</li> <li>• The ability to remain calm in challenging situations and to ask for help when needed</li> </ul> <p><b>Commitment</b></p> <ul style="list-style-type: none"> <li>• Organised and able to manage multiple digital systems effectively</li> <li>• Committed to safe, responsible and inclusive use of technology</li> <li>• A commitment to uphold the school’s Christian vision, values and staff code of conduct</li> <li>• A commitment to equal opportunities and assisting the school in raising achievement for all its pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level of education</li> <li>• Experience of working with children under the age of 11 in an educational setting</li> <li>• Experience of supporting children with a range of special educational needs</li> <li>• Experience of record keeping</li> <li>• Understanding of the educational welfare and social needs of children</li> </ul>

- A commitment to reading widely and supporting pupils to expand their reading choice and enjoyment of reading
- A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner
- A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required

**Personal attributes**

- Enjoys working with children
- Well presented, have an enthusiastic and warm manner
- Works well as part of a team, liaising with and supporting others
- A clear passion for reading and STEM
- Flexible and caring
- Excellent communicator and interpersonal skills
- Excellent organization skills and attention to detail
- Displays a positive attitude and is a creative problem solver
- Hard working and committed to going above and beyond what is required
- Able to prioritise and use own initiative
- Good sense of humour