



Assumption Grammar School

Specialist School for Music with Physical Education

Fully Alive



LIBRARY & LITERACY CENTRE CO-ORDINATOR PERMANENT TERM TIME

PERSONNEL SPECIFICATION

Essential Criteria

Qualifications

Degree level qualification in a related area (English / History/ Arts / Librarianship).
Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

Relevant experience

Have a minimum of 3 years' experience at a similar role and level, gained in the last 5 years (from closing date of application) in an educational/library environment.

Knowledge & Skills

1. Excellent planning and time management skills with the ability to manage a diverse and complex workload to meet deadlines
2. Strong interpersonal and communication skills both oral and written with the ability to collaborate with key stakeholders / develop effective working relationships at all levels with pupils, parents, staff and external organisations.
3. Excellent working knowledge of MS Office and High degree of computer literacy
4. Ability to establish systems and processes.
5. Strong analytical and problem solving skills
6. Strong team leader and team player
7. A good knowledge of and commitment to the school's aims.
8. A good knowledge of "Fully Alive: A vision of Education in Assumption Schools" and a willingness to impart the values expressed in this to the pupils in the Year group.

Desirable Criteria

- Knowledge of the computerised library system
- Experience of organising events that promote the library's aims
- Experience of archiving

September 2025