The Oldershaw School

Employee Specification Form

Post Number	
Job Title	**Reading Catch Up and Literacy Co-ordinator**
Department	**Library Resource Centre**
Prepared by and date	**R Hatch/L Daly June 2022**

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications GCSE grade C/4 or above in both English language and English Literature	A	• Level 3 qualification related to language or literacy (degree level)	A
Knowledge/Experience/Skills • A proven track record of working with young people • Highly motivated and enthusiastic • High professional standards • Good interpersonal skills • Awareness of current curriculum developments • Good ICT skills • Ability to keep accurate records and organise resources efficiently • The ability to motivate and enthuse students and staff • Capacity to plan strategically and to implement plans effectively • Ability to demonstrate a passion for English Literature and a desire to enthuse young people • Ability to work effectively with and command the confidence of teaching staff • A commitment to working to strict deadlines • Ability to demonstrate and promote good practice in line with the ethos of the school	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I	• Experience of working in a library in an educational setting • Experience of supporting and advising colleagues • Experience of library management systems	A/I A/I A/I
Special Requirements • Willingness to participate in other development and training opportunities • Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values and objectives of the organisation • Demonstrates a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection • Demonstrates a commitment to maintaining and developing professional knowledge and skills • Demonstrates tact and diplomacy in interpersonal relationships with all stakeholders	A/I A/I A/I A/I A/I		

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These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:
- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable
- Essential

Those requirements without which a candidate would be simply unable to do the job.
Any candidate who does not meet the essential requirements must be rejected.
Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.
A candidate should not be rejected for failing to meet any single desirable requirement.
Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?
To what level
- Experience

What experience, if any, is relevant?
- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg "pleasant personality", "flexible outlook". Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).
Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified
Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc