**PERSON SPECIFICATION**

**POST:** Duty Manager – Schools’ Library Service **GRADE: 4**

**The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate how you meet each of the following criteria in your application.**

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| **ESSENTIAL REQUIREMENTS** | | **Assessment Criteria** |
| **Skills** | | |
|  | The ability to provide a consistently high level of customer service. | AF/I |
|  | The ability to lift and handle books, and boxes of books, making appropriate use of trolleys. | AF / I / T |
|  | Employee management skills, including the ability to motivate, develop and support people, consistent with Salford Community Leisure’s Leadership Way. | AF/I |
|  | A commitment to helping ensure the effective and safe management of libraries and employees in line with service plans, policies and procedures. | AF/I |
|  | The ability to act enthusiastically and appropriately, in line with the Salford Community Leisure behaviours, supporting colleagues, schools and partners. | AF/I |
|  | The ability to help the service respond to the varying and changing needs of schools and teachers | AF/I |
|  | The ability to demonstrate and develop resilience, respond positively to change and work under pressure | AF/I |
|  | The ability to form and maintain strong partnerships within Salford Community Leisure and across a range of organisations. | AF/I |
|  | Openness to the views of others – the ability to constructively challenge and be challenged. | AF/I |
|  | The ability to follow set procedures and to undertake a wide range of routine tasks, while also supporting others to do the same. | AF/I |
| **Experience & Knowledge** | | |
|  | Experience of working under pressure in a customer service environment. | AF/I |
|  | Knowledge of books for children aged 0-14 and the ability to select appropriate materials for teachers and their classes | AF / I / T |
| **Behaviours** |  |  |
|  | Professional | AF/I |
|  | Respectful | AF/I |
|  | Knowledgeable | AF/I |
|  | Passionate | AF/I |
|  | Solutions Driven | AF/I |
| **DESIRABLE REQUIREMENTS** | | **Assessment Criteria** |
| **Experience & Knowledge** | | |
|  | A sound understanding of the National Curriculum | AF/I |
|  | Experience of working in a learning setting, e.g. a school or a library | AF/I |
|  | Experience of staff management | AF/I |

**NOTE TO APPLICANTS:**

Please demonstrate in your application how you feel you meet the above requirements

**KEY:** I = Interview, C = Certificate, AF = Application Form, T = Test