



WESTMINSTER SCHOOL

Graduate Trainee Librarian – person specification

	Criteria	Essential	Desirable
Qualifications and Professional Development	A bachelor's degree in any discipline (or equivalent)	Yes	
	A desire to expand upon one's own professional development	Yes	
	Evidence of working in librarianship or similar sector		Yes
Knowledge and Experience	Administrative experience	Yes	
	Knowledge of current book trends for children/young adults		Yes
	Experience of working in a library and/or educational setting		Yes
	Knowledge of safeguarding	Yes	
	A commitment to the School's Equal Opportunities policies, and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and Abilities	Ability to keep to deadlines	Yes	
	Strong interpersonal skills, with a high degree of professionalism	Yes	
	Ability to work autonomously and as part of a team	Yes	
	Ability to create high quality displays, newsletters, and social media posts		Yes
	Enthusiastic, adaptable, and efficient	Yes	
	Ability to be involved with lifting of heavy books, as per the needs of the role		Yes
	Excellent IT and administrative skills	Yes	
	A commitment to promoting the welfare of young people	Yes	

	Possess a proactive approach to their work	Yes	
	Interest in literature and reading	Yes	