

**Person Specification: Librarian**

*10 hours per week term time*

*Macandrew Bay School is seeking a Librarian that:*

* Is supportive of the vision, principles and values of Macandrew Bay kura
* Has excellent interpersonal skills
* Has previous relevant experience in paid or unpaid library work
* Has an understanding of library systems
* Has ICT skills and knowledge including Accessit Library Program
* Has effective interpersonal and communication skills to interact effectively with our children, staff members, parents, BOT and community members
* Has sound qualities of honesty, integrity, strength, commitment, enthusiasm, reliability, punctuality and a great sense of humour
* Values Te Tiriti o Waitangi and culturally responsive practices as well as having a commitment to learning and using Te Reo Māori
* Is able to use initiative, flexible thinking, multi task, work independently and manage the unexpected, demonstrating great time management and task management skills
* Can be very discreet and trustworthy with private matters and personal information

**Timeline for Appointment**

24 July                   Advertisement in SEEK

7 August                Applications close at 3.00pm

8 August                Short-listing of applicants/short-listed applicants will then be invited to an interview

13 August              Interviews

14 August              Successful applicant notified along with unsuccessful applicants

1 September        We would like the successful applicant to start working alongside the current Librarian who will provide handover and training until Friday 19th September

*19 September – 5 October School Holidays*

6 October          Solo in position from this time on