



St Andrew's RC Secondary School
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Head Teacher
Bruce Malone CBE BA (Hons) D. Univ

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GRAEME BOYD

Graeme undertook work experience as an Assistant Librarian in Saint Andrew's RC Secondary School and impressed immediately as an extremely competent young professional who made a significant contribution to the working of Our Library – in fact, Resource Centre, as it also has significant IT facilities for use also.

In his time with us, Graeme displayed that he possessed terrific organisational skills and a total thoroughness regarding record keeping, cataloguing and all other matters related to the smooth operation of such a vital part of a School.

His people skills were of an extremely high order and he proved that he was equally capable of working on his own initiative and as part of a wider team – he displayed a real flair for the work and also a calm, common sense and logical approach to any issues that arose.

He obviously has an excellent knowledge of matters related to 'Library/Resource Centre' work and was popular with Young People of all ages and stages – he was able to assist them in the traditional 'book based' approach as well as through the use of IT as appropriate.

Always keen to perform well, he proved to be a young man with the interests of the Young People at the heart of his work; he was conscientious, diligent, industrious and knowledgeable.

Graeme kept abreast of developments in education as well as in his own specialist area as a Librarian and his attendance, timekeeping etc. were exemplary.

In conclusion, Graeme was an enthusiastic colleague who worked hard to inspire, motivate and engage the pupils. The Young People enjoyed having Graeme as their 'Librarian'.

Working with Young People is obviously a major strength of Graeme Boyd's and accordingly, I recommend him to you as eminently suitable for a post with yourself.

Should you require any further information, please do not hesitate to contact me at the school.

Yours sincerely,

Bruce A. Malone CBE BA (Hons.) D(Univ.)

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