

Person Specification – Library Assistant



	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> Educated to at least Level 2 (A*-C GCSE) – including in English and mathematics <p>Good knowledge and skills in the use of ICT/Technology ECDL or equivalent training and experience</p>	<p>In addition, the successful candidate may:</p> <ul style="list-style-type: none"> Be willing to undertake further training relevant to the post.
Experience	<ul style="list-style-type: none"> Demonstrable experience of dealing in person with a wide range of people in a customer-orientated service. 	<ul style="list-style-type: none"> Previous experience of working in a library. Experience of working in a school environment.
Skills	<ul style="list-style-type: none"> Demonstrable keyboard skills - able to use CD ROM, Internet and word processing packages. Able to sort accurately alphabetically and numerically Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English. Able to form appropriate relationships with young people. An ability to communicate effectively, both orally and in writing An ability to work creatively as an individual and as part of a team 	<ul style="list-style-type: none"> Able to use own initiative within defined procedures
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> Ability to cope with periods of pressure and prioritise workload accordingly so that deadlines are met A team player Ability to work unaided Supportive of the school and be aware of the implications of working in an educational establishment Willing to undergo continual professional training; Excellent verbal and written communication skills. A flexible approach towards working practices. 	<ul style="list-style-type: none"> Excellent time management and organisation skills.