



**PERSON SPECIFICATION
LIBRARY ASSISTANT**

	ESSENTIAL	DESIRABLE/HELPFUL
EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none"> ● GCSE English Language ● Good ICT skills with standard MS Office applications. ● Experience of multi-tasking and working effectively in a busy environment without supervision ● Education to A Level standard or equivalent 	<ul style="list-style-type: none"> ● Experience of working in a library environment ● Experience of working in a secondary school ● A basic knowledge of information literacy ● Understanding of classroom/lesson roles and responsibilities
SPECIFIC APTITUDE	<ul style="list-style-type: none"> ● A keen reader with enthusiasm for encouraging reading for pleasure and promoting literacy. ● A desire to promote and assist in the delivery of information literacy skills. ● Vision, energy and interpersonal skills necessary to inspire commitment and enthusiasm. ● Determination and resilience to 'see the job through'. ● A good listener. ● Good communicator with people of all levels within the school. ● A strategic thinker. ● Effective organisation skills. ● Able to work to deadlines. 	<ul style="list-style-type: none"> ● Good presentational skills. ● Ability to work on own initiative. ● An interest in and aptitude for developing new ICT skills as work using the Internet and library management software will be a part of the job
MOTIVATION AND SOCIAL SKILLS	<ul style="list-style-type: none"> ● Enjoys working with people, particularly teenagers, and can establish a good rapport. ● A role model for students. ● Ability to work accurately under pressure. ● Good team player and sense of humour ● Maintain high professional standards at all times. ● Helpful and supportive attitude. ● Adaptable and flexible. ● Committed to developing own career through CPD. 	