



Person Specification – Library Assistant

Requirements		Essential	Desirable	Proposed selection method*
Experience	<ul style="list-style-type: none"> Experience of working with young people 	*		A
	<ul style="list-style-type: none"> Experience of working in a Secondary School 	*		A
Qualifications	<ul style="list-style-type: none"> Level 3 (A level, Level 3 BTEC) or above 	*		A
Skills and Knowledge	<ul style="list-style-type: none"> Knowledge of how schools operate and the need for discretion and confidentiality 		*	I/R
	<ul style="list-style-type: none"> Good interpersonal skills 	*		I/R
	<ul style="list-style-type: none"> Good literacy, numeracy and IT skills 	*		I/R
	<ul style="list-style-type: none"> Good administrative skills 	*		I/R
	<ul style="list-style-type: none"> Experience of Accelerated Reader 	*		I/R
Personal Qualities	<ul style="list-style-type: none"> Must be friendly and approachable 	*		I/R
	<ul style="list-style-type: none"> The ability to get on well with pupils, to be an advocate for young people 	*		R
Equal Opportunities	<ul style="list-style-type: none"> The candidate will need to evidence a commitment to safeguarding and protecting the welfare of children/young persons 	*		A/I/R
	<ul style="list-style-type: none"> Awareness, understanding and commitment to the pursuit of equal opportunity, in terms of service delivery and employment practice 	*		A/I
Working Practices	<ul style="list-style-type: none"> Be willing to undertake training to enhance service delivery and self-development 	*		A/I
	<ul style="list-style-type: none"> Willingness to share information and expertise with other staff 	*		A/I

