



ARTHUR MELLOWS VILLAGE COLLEGE



Person Specification – Assistant Librarian

	ESSENTIAL	DESIRABLE
Qualifications	GCSE English and Maths or equivalent qualifications (minimum C or 4)	Educated to A Level or equivalent
Experience	Previous experience of working within a school environment Previous experience of working with children Ability to react to situations appropriately and follow procedures	Previous experience of working within a Library.
Skills	Able to demonstrate excellent interpersonal and organisational skills. Enthusiastic in approach and adaptable to changes and developments within a fast paced workplace Good communication skills in English, including competence in literacy, numeracy and ICT Interest in student welfare and a respect for the difference in people Tact and diplomacy Good time management skills	Basic knowledge of all MS Office software packages Basic knowledge of Sims or Bromcom database.
Disposition	Confident Self starter, able to use initiative. Enthusiasm and warmth Team player Patient Sense of humour Flexible Enjoys a challenge Ability to remain calm under pressure Anti-discriminatory and aware of prejudice	Commitment to training Willing to learn and evaluate practice Willingness to seek advice and support