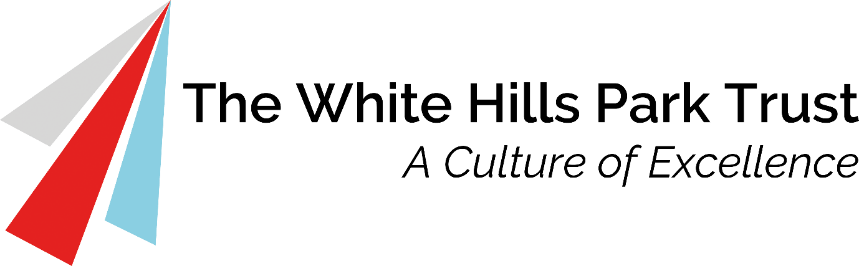
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**Person Specification – Library Assistant**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirements** | | **Essential** | **Desirable** | **Proposed**  **selection method\*** |
| **Experience** | * Experience of working with young people * Experience of working in a Secondary School | \*  \* |  | A  A |
| **Qualifications** | * Level 3 (A level, Level 3 BTEC) or above | \* |  | A |
| **Skills and**  **Knowledge** | * Knowledge of how schools operate and the need for discretion and confidentiality * Good interpersonal skills * Good literacy, numeracy and IT skills * Good administrative skills | \*  \*  \* | \* | I/R    I/R   I/R   I/R |
| **Personal Qualities** | * Must be friendly and approachable * The ability to get on well with pupils, to be an advocate for young people | \*    \* |  | I/R  R |
| **Equal Opportunities** | * The candidate will need to evidence a commitment to safeguarding and protecting the welfare of children/young persons * Awareness, understanding and commitment to the pursuit of equal opportunity, in terms of service delivery and employment practice | \*    \* |  | A/I/R  A/I |
| **Working Practices** | * Be willing to undertake training to enhance service delivery and self-development * Willingness to share information and expertise with other staff | \*  \* |  | A/I  A/I |

A = Application I = Interview R = Reference

**FEGUARDING**