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**Person Specification – Library Assistant**

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| **Requirements** | **Essential** | **Desirable** | **Proposed****selection method\*** |
| **Experience** | * Experience of working with young people
* Experience of working in a Secondary School
 | \*\* |  | AA |
| **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/RR |
| **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/RA/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/IA/I |

A = Application I = Interview R = Reference

**FEGUARDING**