

LIBRARY ASSISTANT PERSON SPECIFICATION

Essential	Desirable	Evidence
Qualifications and experience		
<ul style="list-style-type: none"> Educated to at least GCSE grade 4 standard or equivalent in English and mathematics. Experience of cataloguing and classification. Experience of working in a school or similar establishment. 	<ul style="list-style-type: none"> Professional qualification in librarianship, information management or information science. At least one year's experience of working in a library and/or information/resource centre. Chartered member of CILIP. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
Knowledge and skills		
<ul style="list-style-type: none"> Ability to build and form good relationships with students and to instil a passion for reading in them. Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Good customer service skills even when dealing with a difficult situation. Good standard of numeracy and literacy skills. Can use ICT packages and equipment effectively to support learning. Ability to absorb and understand a wide range of information. 	<ul style="list-style-type: none"> Knowledge of behaviour management strategies. Good understanding of child development and learning processes. Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation. Working knowledge of reader development initiatives and/or programmes. 	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
Personal qualities		
<ul style="list-style-type: none"> • Ability to use initiative and prioritise one's own work even when under pressure. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Able to follow direction and work in collaboration with the line manager. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>