

JOB TITLE: Library Assistant

GRADE 7

ESSENTIAL	DESIRABLE
<p>Catholicity Willingness to support the Catholic character of St Bede's.</p> <p>Qualifications Educated to A Level or equivalent standard</p> <p>Knowledge & Experience</p> <ul style="list-style-type: none"> • An ability to demonstrate appropriate clerical skills required for this post • Awareness of the standard systems for stock control in Libraries • An interest in books and other media • Good interpersonal skills • Well read <p>Abilities & Aptitudes</p> <ul style="list-style-type: none"> • Ability to develop and maintain good relationships with children and colleagues • Flexibility and a good sense of humour • Optimistic disposition • A positive attitude to pupils of all abilities and dispositions • Trustworthy, conscientious and loyal • Energy and enthusiasm • Good interpersonal skills • A desire to achieve and be successful • Good professional appearance • An ability to organise and prioritise work effectively • An ability to communicate effectively with subject specialists 	<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • An overarching knowledge of the school curriculum • Knowledge of the DEWEY system of library classification • Knowledge of the system of stock control • An ability to assert the importance of the library as a resource centre for the school • An awareness of child protection issues
<p>SPECIAL CONDITIONS</p> <p>As this job involves working with children it is subject to a Disclosure and Barring Service check</p>	