



Library Assistant Person Specification

	Essential	Desirable	Assessed
Education/training	GCSE Maths, English & Science passes either C or above or grade 5 or above. Educated to A level standard or Level 3 equivalent.	CILIP recognised vocational qualification. Educated to Degree Level.	Application
Experience	Experience of working in a Library.	Experience of working in a school.	Application
Knowledge, Skills and Attributes	Ability to communicate with a range of audiences including staff, students, and external agencies. Competent in the use of a variety of ICT packages. Familiarity with Google Suite. Knowledge of fiction for middle grade and young adults. Understanding of how the library serves the school community. Good organisational skills.	Experience of using a Library Management System Experience of creating imaginative and stimulating displays. Experience of supporting the use of eBook services. Experience of promoting and running events. Producing and delivering specific library activities for students in Key Stage 3. Familiarity with School Library Association Pupil Librarian training scheme.	Application, interview and references
Personal Qualities	Ability to develop a positive relationship with all library users. Sensitivity to the needs of others. Ability to work as part of a team. An interest in continuous professional development and a willingness to undertake relevant training. Interest in reading and literature. Ability to work under pressure. Accuracy. Flexible approach to varying workloads. An excellent record of attendance and punctuality.	A current knowledge of age appropriate fiction to assist in the selection of materials. Confidence in establishing and maintaining a quiet working environment. An ability to encourage girls' independent learning. An ability to support learning with individual girls of all abilities.	Interview and references

This information and the detail in the job description demonstrate the wide-ranging nature of the job that demands flexibility and strong organisational and interpersonal skills. This post will appeal to someone who would enjoy working in a busy but friendly environment and would take an interest in the many aspects of school life.