**PERSON SPECIFICATION**

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| **JOB TITLE** | Library Assistant |
| **GRADE** | £14,672 | **JOB NO.** |  |
| **DEPARTMENT/SECTION** | Library |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS:** |  |  |
| GCSE English and Maths to grade C First Aid qualifications | \* | \* |
| **EXPERIENCE:** |  |  |
| Experience of working with children.Experience of working in a library |  | \*\* |
| **KNOWLEDGE & SKILLS:** |  |  |
| Good personal organisation skills.The ability to use ICT effectively.The ability to comply with policies and procedures related to child protection and health and safety. A working knowledge of children’s literature | \*\*\* | \* |
| **APTITUDES:** |  |  |
| A cheerful, friendly and enthusiastic personality.A positive outlook.An effective team member.Instinct and initiative.Punctuality and commitment to the school.A commitment to enable all St Aubyn’s pupils meet their potential.  | \*\*\*\*\*\* |  |

Reviewed Sept 2017/JNC