**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