**Person Specification**

**Library Assistant**

**The Trinity Catholic School**

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| **Requirements**  | **Essential**  | **Desirable**  | **Demonstrated By**  |
| **1. Qualifications & Training**  | * 5 GCSEs at Grade C or above including English and Maths (or equivalent)
 | * Library Training
 | Application Form/Interview |
| **2. Experience**  | * Experience of working in a busy environment
* Good level of ICT skills
 | * Experience of working in an academic environment and/ or library
* Experience of working with children and young adults
 | Application Form/Interview |
| **3. Skills**  | * Ability to work alone and as part of a team
* Ability to communicate well within the school and wider communities
* Good organisational skills
* Ability to deal confidently with enquiries from library users
* Keen to promote a welcoming and helpful image of the library
* Has a passion for reading
* Ability to develop a culture of mutual respect with the pupils
* Enjoy working with young people
* Have a keen interest in children’s literature
* Support and contribute to the school’s responsibility for safeguarding pupils
* Experience of working with young people
 | * Experience of working in a library
 | Application Form / Interview |
| **4. Knowledge**  | * Be widely read
* Be willing and enthusiastic to advance the knowledge of young people’s literature
 | * Knowledge of current 11-18 education system
* Knowledge and understanding of research skills
* Knowledge of Safeguarding procedures in schools
 | Application Form/Interview |
| **5.Management**  | * Able to manage own workload
* Ability to prioritise
* Able to plan ahead
 | * Experience of managing budgets
 | Interview |
| **6. Aptitude and Personal qualities**  | * Excellent telephone manner
* Reliable
* Friendly and approachable
* Professional Manner
* Helpful
* Able to relate well to staff, students and visitors
* Commitment to the school’s equal opportunity policies
* Self-motivation
* Enthusiasm
* Flexibility
* Awareness of the needs of the school in a multi-cultural environment
 | * Motivation to work with children and young people
* Ability to form appropriate relationships with children and young people
 | Interview |