**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 |