



## Person Specification

**Role:** Library Assistant

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence/ Assessed By</b>
<b>Qualifications &amp; training</b>	Good written and spoken communication skills	First Aid qualification	Application Certificates
<b>Experience</b>	None	Working in a library environment	Application Tasks Interview
<b>Professional Values</b>	Ability to establish and maintain good professional relationships with pupils and colleagues  Ability to maintain confidentiality when working with sensitive documents and/or information		Application References
<b>Knowledge and understanding</b>	Good IT skills including Microsoft Office programs	Experience of database-type products  An understanding and enjoyment of children's literature	Application Tasks
<b>Skills</b>	Ability to deal with regular interruptions  The ability to work under pressure to short deadlines  Promote a positive working environment  Ability to work with minimal supervision and to act on own initiative  Attention to detail	Ability to prioritise workloads  Problem solving	Application Tasks Interview
<b>Personal characteristics</b>	Enthusiastic Approachable and empathetic Organised and resourceful Flexible Punctual	Smart appearance	Interview Tasks References



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Exeter School is an equal opportunities employer and welcomes applications from any appropriately qualified person.

Exeter School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy before applying. Applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service.