

Person Specification

Post:

Library Assistant

Education

- 5+ GCSE A*-C (or equivalent) including English & Maths.
- Apprenticeship, NVQ 2 Library & Information Skills, Administration or appropriate expertise

Desirable

- Customer facing experience

Job related knowledge, aptitude, and skills

- Ability to use a library management library system and understanding of the role of web pages, social media and other platforms in promoting the library.
- Knowledge of and enthusiasm for children's and young people's literature and of national reading initiatives and sources of inspiration.

Personal qualities

- Willingness to be flexible and to innovate when planning ways to encourage pupils to read for pleasure.
- Good literacy skills
- The ability to relate well to students, to provide guidance to groups and to individual students.
- Good behaviour management skills to manage and to supervise pupils
- Excellent communication skills to communicate with people at different levels including.
- Ability to participate and to take an active part in the teaching and learning at the school.
- Safeguarding requirements and understanding for working with children
- An awareness of Health and Safety issues at work.