

Person specification: Assistant Librarian			
Criteria		Essential	Desirable
<b>Qualifications</b>	Good general level of education	✓	
	Relevant Professional qualification or working towards	✓	
<b>Experience/ knowledge</b>	Previous work in a library	✓	
	Familiarity with computer systems	✓	
	Supervisory/management experience		✓
	Work with young people		✓
	Work in school or college		✓
<b>Skills/ competencies</b>	Good interpersonal and communication skills	✓	
	Customer service ethos	✓	
	Good at record keeping	✓	
	Numerate	✓	
	Good keyboard skills	✓	
	Competent in Microsoft Office applications	✓	

Person specification: Assistant Librarian			
Criteria		Essential	Desirable
Personal attributes	Suitable to work with children and young people	✓	
	Commitment to high standards of service	✓	
	Good team worker	✓	
	Organised	✓	
	Adaptable and flexible	✓	
	Confident to work individually and own initiative	✓	