

**SENIOR LIBRARY AND INFORMATION ASSISTANT – PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational Qualifications</b>	<p>Education to GCSE level or equivalent including English and Mathematics.</p> <p>ECDL or similar relevant IT qualification.</p> <p>Basic supervisory qualification or willingness to obtain.</p> <p>Evidence of a commitment to continuing professional development.</p>	
<b>2. Work Experience</b>	<p>Ability to use IT packages such as Microsoft Outlook, Excel and Word</p> <p>Experience of working in a business Library environment.</p> <p>Experience of successfully supervising and leading a team</p> <p>Ability to problem solve.</p> <p>Flexible and adaptable.</p> <p>Demonstrate financial awareness relevant to the job.</p> <p>Knowledge and experience of staff rotas.</p>	

<p><b>3. Skills</b></p>	<p>Displays empathy and patience with customers and has knowledge of techniques for dealing with challenging behaviours.</p> <p>Excellent communication and interpersonal skills.</p> <p>You understand and are attentive to the needs of the customers and have an ability to deal with challenging behaviours.</p> <p>Self-motivated and drive. Excellent organisational skills.</p> <p>The ability to lead a team through change, to acknowledge the different ideas, perspectives and background of others.</p> <p>The ability to plan and organise your work and manage your time effectively.</p>	
<p><b>4. Other</b></p>	<p>You have a wide knowledge of and enthusiasm for books/ reading and an ability to engage with adults and children to promote reading for pleasure and for informal learning.</p> <p>You are committed to the protection and safeguarding of children, young people and vulnerable adults.</p>	

	You understand the principles of the Data Protection, Freedom of Information, Health & Safety in the workplace and Equality and Diversity Acts.  Driving licence and vehicle.	
<ul style="list-style-type: none"><li>• This position is subject to a Disclosure Barring Service check.</li></ul>		