

LIBRARY AND INFORMATION ASSISTANT – PERSON SPECIFICATION

	Essential	Desirable
1. Educational Qualifications	<p>Education to GCSE level or equivalent including English and Mathematics.</p> <p>Evidence of a commitment to continuing professional development.</p>	
2. Work Experience	<p>Ability to use IT packages such as Microsoft Outlook, Excel and Word</p> <p>Experience of working in a fast changing customer focused environment</p> <p>Ability to problem solve.</p> <p>Flexible and adaptable.</p>	<p>Worked in a busy Library environment.</p> <p>Aptitude for Facebook, You Tube, Twitter and Website programming</p>
3. Skills	<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.</p> <p>Self-motivated and drive.</p> <p>Excellent organisational skills.</p> <p>The ability to work well as part of a team and on your own initiative.</p>	

	<p>The ability to plan and organize your work and manage your time effectively.</p>	
<p>4. Other</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> <p>You understand the principles of the Data Protection, Freedom of Information, Health & Safety in the workplace and Equality and Diversity Acts.</p> <p>Driving licence and vehicle.</p>	
<ul style="list-style-type: none"> • This position is subject to a Disclosure Barring Service check. 		