



Person Specification: School Library Assistant

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> Grade C (or above) at GCSE English and Mathematics (or equivalent). A high level of accuracy with written and spoken English, including the correct use of spelling, grammar and punctuation. 	<ul style="list-style-type: none"> Preferably educated to at least A level standard (or equivalent) Previous experience (or formal training and experience) 	Application form, letter & references
Skills & Knowledge	<ul style="list-style-type: none"> Ability to relate to teaching staff, other professionals, parents, students and governors Ability to use data effectively to monitor use of the library Ability to work as a member of a team and/or independently Can use initiative, within recognised procedures Can deal with unexpected problems/ situations, though has access to manager/supervisor for advice on unusual or difficult problems Good organisational skills Able to use all office equipment and has knowledge of databases, administrative and word processing software packages Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities An appreciation of the importance of the Data Protection Act and GDPR within the role. 	<ul style="list-style-type: none"> Previous experience of library databases 	Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> Enthusiastic, sensitive, flexible, hard working with an approachable persona and ability to remain calm. High level skills in communication (oral and written), time management and prioritisation. Excellent interpersonal skills and organisational skills. Ability to inspire, motivate and influence others. An enthusiasm for books and reading. Excellent punctuality and attendance record. Willingness to participate in the extracurricular life of the school 	<ul style="list-style-type: none"> Ability to ask for help if required Creativity 	Letter, references & selection process