



## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Weekend Library Assistants (Part Time)

**Department:** Library

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Qualifications and Training</b>			
Educated A Level or equivalent.	X		Application Form
<b>Specific Skills, Experience and Knowledge</b>			
Experience of working in a library		X	Application Form
Experience of working in a Customer Service environment:- experience in retail or hospitality	X		Application Form
Experience of attending or working in a Higher Education environment		X	Application Form
Confidence in a computer-based environment.	X		Application Form, Interview
Good communication & interpersonal skills.	X		Application Form, Interview
Ability to interact, both professionally and personally with other members of the team to promote a friendly work environment.	X		Application Form
<b>Personal and Interpersonal Qualities</b>			
A level of ability to use initiative.	X		Interview
Prepared to undertake regular tasks without a specific request.	X		Interview
Ability to maintain a professional manner / distance.	X		Interview
A positive outlook.	X		Interview
Experience of working as part of a team.	X		Application Form, Interview
<b>Capacity for Career Development</b>			
Commitment to participate in personal development.	X		Interview
<b>Physical Requirements</b>			
Capable of carrying out the duties associated with the role e.g. Shelving and Loans Desk duties.	X		Interview
<b>Circumstances</b>			
Ability to work the hours required of this post.	X		Application Form, Interview
Flexibility to cover additional hours if required	X		Application Form, Interview
Due to the nature of the hours applicants must be within a commutable distance.	X		Interview