

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 Deputy Supervisor

Department: Library

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to A- Level or equivalent	X		Application Form
Skills and Abilities			
Excellent communication and interpersonal skills	X		Application Form /Interview
Ability to plan and prioritise work under your control	X		Application Form
The ability to relate to students and staff at all levels in a professional and confident manner	X		Application Form /Interview
Readiness and ability to work on own initiative and act pro-actively	X		Application Form
Experience			
Working in a Customer Service environment	X		Application Form
Working as part of a team	X		Application Form/Interview
Experience of working with standard IT applications and web-based systems	X		Application Form/Interview
Working in a library/higher education environment		X	Interview
Administrative experience including MS Excel	X		Application Form
Supervising and training of staff		X	Interview
Other requirements			
Commitment to participate in personal development	X		Application Form /Interview
Flexibility to cover additional hours if required		X	Application Form