

## Person Specification

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

**Job Title :** Library Assistant

**Department :** Library

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
Educated to A- Level or equivalent	X		Application Form
<b>Skills and Abilities</b>			
Excellent communication and interpersonal skills.	X		Interview
Ability to relate to students and staff at all levels in a professional and confident manner	X		Interview
Readiness and ability to work on own initiative and act pro-actively	X		Application Form/Interview
<b>Experience</b>			
Excellent Customer Service skills with experience of responding to enquiries and requests from a diverse range of users.	X		Application Form /Interview
Ability to work collaboratively as part of a team to achieve joint goals.	X		Application Form/Interview
Experience of working in a library		X	Application Form
<b>Other requirements</b>			
A commitment to participate in personal professional development	X		Interview
Ability to work agreed weekend and evening hours.	X		Application form/Interview