



**PERSON SPECIFICATION
LIBRARY/ADMINISTRATION ASSISTANT**

	ESSENTIAL	DESIRABLE/HELPFUL
EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English Language minimum B Grade • Good ICT skills with standard MS Office applications. • Experience of multi-tasking and working effectively in a busy environment without supervision • Education to A Level standard or equivalent 	<ul style="list-style-type: none"> • Experience of working in a library environment • Experience of working in a secondary school • A basic knowledge of information literacy • Understanding of classroom/lesson roles and responsibilities
SPECIFIC APTITUDE	<ul style="list-style-type: none"> • A keen reader with enthusiasm for encouraging reading for pleasure and promoting literacy. • A desire to promote and assist in the delivery of information literacy skills. • Vision, energy and interpersonal skills necessary to inspire commitment and enthusiasm. • Determination and resilience to 'see the job through'. • A good listener. • Good communicator with people of all levels within the school. • A strategic thinker. • Effective organisation skills. • Able to work to deadlines. 	<ul style="list-style-type: none"> • Good presentational skills. • Ability to work on own initiative. • An interest in and aptitude for developing new ICT skills as work using the Internet and library management software will be a part of the job
MOTIVATION AND SOCIAL SKILLS	<ul style="list-style-type: none"> • Enjoys working with people, particularly teenagers, and can establish a good rapport. • A role model for students. • Ability to work accurately under pressure. • Good team player and sense of humour • Maintain high professional standards at all times. • Helpful and supportive attitude. • Adaptable and flexible. • Committed to developing own career through CPD. 	