

Person Specification

Post of: Library Assistant

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview.

Method of Assessment-

S - Scenario I - Interview P - Portfolio T - Test D - Documents

Qualifications

How Assessed - D I

Essential:

5 passes at GCSE or equivalent.

Desirable

5 grade A-C passes at GCSE or equivalent.

NVQ level 2 or equivalent in a relevant subject e.g. information and library services, customer services, ICT.

Work Experience and Vocational Training

How Assessed - I

Essential:

Customer service experience.

Desirable:

Experience of delivering library and information services.

Other relevant experience and/or interests.

How Assessed - I

Essential:

An interest in and enthusiasm for libraries, books and reading.

Specialist Knowledge

How Assessed - I

Essential:

Practical experience of a range of ICT office applications including the use of internet and email.

Job related personal skills	How Assessed – I
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Essential:

Excellent communication skills both oral and written.

Excellent customer care skills.

Ability to work as part of a team and on own initiative.

A responsible attitude to work, demonstrating appropriate levels of speed and accuracy.

Special working conditions	How Assessed - I
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Essential:

A flexible approach to patterns of working and willingness to work alone as required.

Access to a vehicle or the ability to travel independently where public transport is not always an option. Alternative arrangements will be discussed with disabled candidates.

Ability to cope with the physical aspects of the job; lifting, standing and carrying. This does not override any commitment the authority will make in order to meet the requirements of the Disability Discrimination Act.

Desirable:

Willingness to participate in activities outside normal working hours and in a number of venues.