

Person Specification: Library Assistant

Attributes	Essential	Desirable	How Identified
Qualifications	• GCSEs (or equivalent) including English and Maths	• Further/higher education or professional qualification • Evidence of further training/personal career development	Q, A
Knowledge and Experience	• Experience of working with children • Understanding of the importance of promoting a reading culture in education • Experience in delivering interventions in an education setting.	• Experience of working with students of secondary age • Experience of delivering targeted interventions in an education setting • Experience of operationally organising and promoting a library	A, I, R
Personal Qualities	• Commitment to supporting the development of students • Reflective practitioner with a commitment to professional learning • Patient, empathetic and resilient • Flexible and responsive to student need	• Willingness to undertake further training if required • Demonstrates initiatives in developing promotion of reading culture	A, I, R

Planning and Organisation	• Effective organisation skills • Ability to think creatively and promotionally to support a whole school reading culture	• Experience organising a library space • Experience in time management	A, I, T
Management and Teamwork	• Ability to work collaboratively with a team and teachers • Ability to work independently under agreed supervision • Positive contribution to a professional team culture	• Experience of contributing to a team culture • Experience of working independently to organise own time management	A, I, R
Communication and Influence	• Ability to communicate effectively with students and staff • Clear written communication, including emails or letters	• Experience communicating with students and parents/carers • Confident creating promotional materials to develop a reading culture	A, I, T

Key

A = Application I = Interview P = Presentation

Q = Qualification certificates R = Reference T = Task