

Person Specification

Library Assistant

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| * Relevant Level 3 qualification and/or equivalent relevant experience
 | **\*** |  |
| * IT literate equivalent to Level 2, e.g. ECDL\*
 | **\*** |  |
| * Level 2 qualification in English (GCSE or equivalent)
 | **\*** |  |
| * Level 2 qualification in Maths (GCSE or equivalent)
 | **\*** |  |
| * First Aid certificate (training provided\*\*)
 | **\*** |  |
| * Fire Marshal certificate (training provided\*\*)
 | **\*** |  |
| * Experience of the use of online information sources for research purposes
 |  | **\*** |
| * Experience of working in an education or library environment.
 |  | **\*** |
| * Experience in a customer service role.
 |  | **\*** |
| Circumstances |  |  |
| Able to work flexibly, including evenings and weekends where required | **\*** |  |
| Able to travel as needed to fulfil the requirements of the post | **\*** |  |
| Personal Skills |  |  |
| * Organised and methodical
 | **\*** |  |
| * Able to exercise sound judgment
 | **\*** |  |
| * Good administrative skills
 | **\*** |  |
| * Able to work independently
 | **\*** |  |
| * Able to solve problems
 | **\*** |  |
| * Able to deal with conflict
 | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent communication skills – written and oral
 | **\*** |  |
| * Able to work as part of a team
 | **\*** |  |
| * Empathetic to students’ needs
 | **\*** |  |
| * Able to respect confidentiality
 | **\*** |  |
| * Able to communicate in Welsh\*\*\*
 | **\*** |  |
| Personal Attributes |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to continuing professional development
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Enthusiastic
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Adaptable
 | **\*** |  |
| * Shows initiative
 | **\*** |  |

\* Candidates who do not hold a formal IT qualification on appointment will be considered but will be required to complete a qualification within 12 months of appointment.

\*\* Candidates who do not hold qualifications on appointment will be considered. However, the successful candidate will be required to undertake the qualification within 12 months

\*\*\* Candidates must have the ability to speak, listen, read and write through the medium of Welsh at a basic level.