

Person Specification

Library Assistant

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|  | **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.