

## Person Specification

<b>Post</b>	Learning Centre Assistant
<b>Department</b>	Library Service
<b>Responsible to</b>	Overall: Library Service Manager Day-to-day: Assistant Librarian (Operations and Library Systems)
<b>Hours &amp; Distribution</b>	37 hours per week term time only
<b>Working closely with</b>	Library Service team Learning Centre team Other relevant colleagues

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the **desirable criteria may be used for shortlisting** purposes.

**E = Essential**            **D = Desirable**

	<b>E</b>	<b>D</b>	Method of Assessment
<b>Skills &amp; Abilities</b>			
1. Able to work on own initiative and as part of a team	✓		Application/Interview
2. Able to prioritise workload, work under pressure and meet tight deadlines	✓		Application/Interview
3. Have a high standard of accuracy	✓		Application/Interview
4. Effective written and spoken communication skills	✓		Application/Interview
5. Good presentation skills and creative ability		✓	Application/Interview
<b>Experience &amp; Qualifications</b>			
1. Customer service experience, preferably in a library setting	✓		Application/Interview
2. To hold a level 2 Literacy and Numeracy qualification (GCSE or equivalent)	✓		Application
3. Competency in using Microsoft Office and/or Google suite environments	✓		Application/Interview
4. Experience of working in an educational setting		✓	Application
5. Experience of record keeping and tracking		✓	Application
6. Competency in using social media, particularly in a work setting		✓	Application
<b>Personal Qualities</b>			
1. Polite, professional and approachable manner with visitors, staff and students	✓		Application/Interview
2. A willingness to learn new skills	✓		Application/Interview
3. Flexible in approach to work and versatile in responding to changes	✓		Application/Interview