



Person Specification - Library Assistant

Training, experience and qualifications	
Essential	Desirable
<ul style="list-style-type: none"> ● Experience of working or volunteering in a library 	

Knowledge and skills	
<ul style="list-style-type: none"> ● Excellent IT skills, with knowledge of Macintosh operating systems ● Ability to manage time effectively and balance conflicting demands. ● High standard of accuracy. ● Ability to plan own time and work independently and use own initiative. ● Ability to handle large items (training will be provided as required), i.e. use ladders, move chairs and push trolleys. 	<ul style="list-style-type: none"> ● Cataloguing experience ● Experience using graphic design packages e.g. Canva, Photoshop ● Experience of using social media for promotion purposes. ● Experience in using library and/or archives management systems

Personal attributes	
<ul style="list-style-type: none"> ● Excellent team-working skills. ● Happy to take responsibility when most senior staff member is off site. ● A positive and courteous attitude in dealing with others. 	

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| <ul style="list-style-type: none">● Commitment to excellence in customer service.● An enthusiastic and positive manner in a unique environment.● Flexibility and a willingness to get things done. | |
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The Morrab Library is committed to providing equality of opportunity. If you have a disability, we would be happy to discuss reasonable adjustments to the job with you.