



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	
Essential	Desirable
<ul style="list-style-type: none"> ● Excellent IT skills ● Experience using graphic design packages e.g. Canva, Photoshop ● Experience of using social media for promotion purposes. ● Ability to manage time effectively and balance conflicting demands. ● High standard of accuracy. ● Ability to plan your own time and work independently and use your 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 in using library and/or archives management systems ● Knowledge of Macintosh operating systems

Personal attributes	
Essential	Desirable
<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.● Commitment to excellence in customer service.● An enthusiastic and positive manner in a unique environment.● Flexibility and a willingness to get things done.	