



PERSON SPECIFICATION

JOB TITLE	Library Assistant		
GRADE	£14,672	JOB NO.	
DEPARTMENT/SECTION	Library		

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS:		
GCSE English and Maths to grade C First Aid qualifications	*	*
EXPERIENCE:		
Experience of working with children. Experience of working in a library		* *
KNOWLEDGE & SKILLS:		
Good personal organisation skills. The ability to use ICT effectively. The ability to comply with policies and procedures related to child protection and health and safety. A working knowledge of children's literature	* * *	*
APTITUDES:		
A cheerful, friendly and enthusiastic personality. A positive outlook. An effective team member. Instinct and initiative. Punctuality and commitment to the school. A commitment to enable all St Aubyn's pupils meet their potential.	* * * * * *	

Reviewed Sept 2017/JNC