## PERSON SPECIFICATION

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| **ATTRIBUTES &CRITERIA** | **ESSENTIAL/**  **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   * Experience working in a library or classroom environment. * Direct responsibility for organising children’s activities | Essential  Desirable | Application Form  Interview  References  Practical Test |
| **QUALIFICATIONS / TRAINING**   * Educated to a minimum of A level or NVQ level 4 in a relevant field or equivalent * European Computer Driving Licence or equivalent * Teaching or library qualification | Essential  Desirable  Desirable | Application Form  Certificates |
| **APTITUDES /ABILITES**   * Highly literate and able to communicate effectively both verbally and in writing * Highly developed interpersonal skills, particularly with children and young people. * Engaging, effective confident presentation skills in front of large audiences of young people * Ability to manage resources effectively. * Strong time management and organisational skills. * Contribute to the day to day responsibilities of the library stock | Essential  Essential  Essential  Essential  Essential  Essential | Application Form  Interview  References  Practical Test |
| **KNOWLEDGE**   * Awareness of current developments in libraries * ICT skills including the Microsoft Office Suite, excel, Microsoft Teams, Internet * Understanding of key stages and current trends of education | Essential  Essential  Essential | Application Form  Interview |
| **ATTITUDE /MOTIVATION**   * Strong commitment to promote the service enthusiastically in a positive and customer focused way * A willingness to be involved in all aspects of the Children’s and Youth Library Service. * Positive attitude to working in a change environment * Professional approach including a commitment to personal development. | Essential  Essential  Essential  Essential | Application Form  Interview  References |
| **OTHER FACTORS**   * Ability to work within different libraries around the conurbation * Flexible approach to working hours including occasional evenings and weekends | Essential  Essential | Application Form  Interview |