##  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
 | EssentialDesirable | Application FormInterviewReferencesPractical 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
 | EssentialDesirableDesirable | Application FormCertificates |
| **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
 | EssentialEssentialEssentialEssentialEssentialEssential | Application Form InterviewReferencesPractical 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
 | EssentialEssentialEssential | 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.
 | EssentialEssentialEssentialEssential | Application Form InterviewReferences |
| **OTHER FACTORS*** Ability to work within different libraries around the conurbation
* Flexible approach to working hours including occasional evenings and weekends
 | EssentialEssential | Application Form Interview |