



LIBRARY ASSISTANT

Attribute	Essential	Desirable
PROFESSIONAL		
Ability to demonstrate a team-centred approach to work	✓	
Ability to establish and maintain good professional relationships with students, parents and colleagues	✓	
Ability to plan, organise and prioritise	✓	
Ability to liaise with students, parents, staff and school visitors with confidence and diplomacy	✓	
Numerate/literate to GCSE (grade A*-C) standard or equivalent	✓	
Good knowledge of Microsoft Word and Microsoft Excel	✓	
Knowledge of SIMS (Schools Information Management System)		✓
PERSONAL		
Discreet, confidential and trustworthy	✓	
Professional attitude	✓	
Proactive and able to use initiative	✓	
Strong interpersonal and communication skills	✓	
Ability to work effectively and calm under pressure	✓	
Flexible/adaptable approach	✓	
Ability to relate positively with young people	✓	
Sense of humour	✓	
Commitment to the school	✓	
Enthusiastic and keen to embrace new opportunities	✓	