

EMPLOYEE SPECIFICATION

JOB TITLE: LIBRARYASSISTANT

POST REF: 1128

Temporary ☐ Permanent ☐ Part Time ☐ Full Time ☐ Hours of Work:

	Essential	Desirable	How Measured During Recruitment & Selection Progress
Experience		Previous appropriate experience eg library experience, work with public Work experience	Application Form/Interview/References
Education/Training Qualifications	Minimum 4 GCSE's grades A-C or qualifications equivalent to the National Qualifications Framework Level 2 Willingness to undertake further training deemed essential for the post	ECDL or equivalent IT qualifications	Application Form/Certificates
Special Knowledge		Awareness of the services East Riding Libraries offer Awareness of all potential customers	Application Form/Interview
Skills	Excellent customer care skills Good written communication skills Good verbal communication skills Good interpersonal skills Wide knowledge of computer applications e.g. Office/Windows/internet/e-mail Ability to work as part of a team Ability to promote the service	Problem solving skills	Application Form/Interview References/Certificates/Practical test
Personal Qualities	Patient, Approachable, Flexible Smart appearance		Application Form/Interview/References
Working Arrangements & Personal Availability	Able to cover all working hours of the post (to include evening work)		Application Form/Interview
Physical Requirements	Able to undertake key aspects of the post as listed in the Key Principal Accountabilities of the Job Outline		Interview/References

Completed by: N Johnson _____

Signature: *N Johnson* _____

Date: _____