

Person specification- Library/Resource Assistant

Qualification:

- All school library staff need excellent information and communications technology (ICT) skills - including Microsoft Office

Basic skills and competences:

- Have good organisational, communication and customer services skills
- Enjoy working with young people
- Have an interest in children's literature
- Be interested in their own professional development
- Competence in ICT and good administrative skills
- Commitment to safeguard and promote the welfare of children and young people

The successful applicant will be accurate and methodical and have the enthusiasm to help provide a high quality service. They will enjoy working as part of a team and be capable of using their own initiative. In order to help maintain a co-operative and friendly atmosphere good communication skills and a sense of humor are essential.