

PERSON SPECIFICATION
Library Aide
Vacancy ref: N1451

Criteria	Essential/ Desirable	Application Form / Supporting Statement/ Interview *
A good general education to a minimum of GCSE level; literacy and numeracy	Essential	Application form
Experience of working in a team and demonstrated understanding of the skills involved in successful teamwork	Essential	Supporting statement / Interview
Demonstrable accuracy and attention to detail	Essential	Supporting statement
Good customer care skills	Essential	Supporting statement / Interview
Ability to accomplish routine tasks to a high standard without supervision, both methodically and under pressure; and to take responsibility within established procedures	Essential	Supporting statement/Interview
Physical fitness to re-shelve books, push trolleys, move furniture, and move quickly around the building in the event of alarm activation	Essential	Supporting statement/Interview
Willingness and availability to cover other shifts when needed, both at weekends and during the week	Essential	Supporting statement/ Interview
Basic computer literacy, incl. familiarity with keyboard and mouse	Desirable	Supporting statement/ Interview
An adaptable approach	Essential	Interview
Ability to communicate effectively with Library users of all levels	Essential	Interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.