

PERSON SPECIFICATION
Librarian and Media & Marketing Assistant

Qualifications

- GCSE C or above in English (essential)
- GCSE C or above in Maths (highly desirable)

Previous Work Experience

- Working in a library setting (desirable)
- Experience of working with young people (desirable)
- Work as part of a team (essential)
- Prioritising actions/time management (essential)
- Experience in organising events (desirable)

Professional Knowledge Skills & Experience

- Working with different groups of clients, eg. students, parents, teachers, external agencies (essential)
- ICT literate (essential)
- Social Media literate (essential)
- High accuracy of written literacy
- Knowledge of young adult fiction, contemporary and canonical

People Management Skills

- Good listener (essential)
- Good communicator (essential)
- Confidence to act on judgement (essential)

Other Personal Qualities

- A love of literature and reading for pleasure
- Able to remain calm and work accurately under pressure (essential)
- Able to be creative with new ideas to engage young people in reading and literacy (essential)
- Has attention to detail (essential)
- Able to prioritise and meet deadlines (essential)
- Enjoys working with young people (essential)
- Able to maintain confidentiality (essential)
- Able to work independently and be proactive (essential)