

Person specification form

Job Title: **Library & Curriculum Support Officer**

Department: **Library**

Feature Sought	Essential Requirement	Desirable Requirement	Assessment Method
Qualifications	Academic qualifications to GCSE level and above	A levels and above Recent experience of continuing education	Certificates
Experience	Customer based	Front line customer service	Questioning and references
Knowledge & skills	Good social skills in dealing with staff, students and customers. Good IT skills Administration skills - well organised and able to prioritise Accuracy Team player Uses own initiative	Experience of working with 16-19 year olds and adults Experience of server based systems Worked with data Library experience – but will offer training	Certificates Questioning and IT test
Personal Qualities	Confident Empathetic Approachable Flexible	Multi-tasking Team member Uses libraries	Questioning Previous work and also use scenarios
Motivation & Expectations	Customer service Task orientated Enjoy working with young people	Flexible	Questioning and references
Overall Appearance	Presentable		Visual and questioning