

Person Specification

Post: Library Assistant

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> GCSE Grade 4 or above in English and mathematics (or equivalent) 	<ul style="list-style-type: none"> Evidence of further education 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Providing excellent customer service 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation Working in a library Working with young people 	<ul style="list-style-type: none"> Application Interview
Knowledge and skills	<ul style="list-style-type: none"> Effective verbal and written communication skills Ability to prioritise and manage workload Ability to form good working relationships with colleagues and students Commitment to safeguarding Microsoft Office, especially Excel, Outlook and Word 	<ul style="list-style-type: none"> Understanding of what makes a Dixons academy different and successful Student library processes / systems 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Mission-aligned Humble and kind Motivated, enthusiastic and flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to give, receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of the academy 	<ul style="list-style-type: none"> Willingness to offer extra-curricular provision 	<ul style="list-style-type: none"> Application Interview References