# **PERSON SPECIFICATION: CASUAL LIBRARY ASSISTANT POST REFERENCE: SR-105299**

# **Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures, including a Disclosure and Barring Service (DBS) check.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents** | NVQ3 level qualification or equivalent incl. GCSE level A-C (or equivalent) in Maths, English & IT. (F)  or  Library service induction and development training. (F) |  |
| * **Work or other relevant experience** | Experience of providing direct service to the public in a work or voluntary capacity (F) (I)  Experience of providing good customer care either as an employee or as a volunteer (I) | Experience of engaging with a variety of ages, abilities and communities (F) (I)  Experience of supervising staff or experience of having had responsibility for others. (F)  Experience of library or related work. (F) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Ability to explain or demonstrate a process to another person. (I)  Ability to work to a high level of accuracy (I) (T)  Ability to search, retrieve and interpret information from a variety of sources. (F) (I)  Ability to work in an organised and systematic way. (I) (T)  Ability to work well as a member of a team. (F) (I)  Ability to adapt and take part in changes to a service (I) | Knowledge of library services and their value to the community. (F) (I)  Clerical skills including filing, use of office equipment (phone, fax, photocopier, scanner, printer etc). (F)  Ability to use MS Office (Word &Excel), the Internet and email (F)  Ability to read and understand library catalogue records and information sources. (F)  Basic awareness of legislation relevant to libraries (I) | |
| * + **General competencies** | Commitment to encouraging reading, literacy and learning. (F) (I)  Ability to talk confidently about books and reading (I)  Ability to present a professional and appropriate attitude, manner and appearance (I)  Evidence of a commitment to undertake training and development. (F) (I)  Willingness to take responsibility for building supervision and security. (I)  Ability to travel independently to any library in the Borough. (I) | Ability to problem-solve (I)  Ability to work under pressure (I) | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.