



# South Tyneside Council

## BUSINESS AND RESOURCES

### PERSON SPECIFICATION

**POST TITLE:** Library and Information Assistant

**GRADE:** Band 4

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>4 GCSE's Grade C or above including English Language or Literature or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Library and Information Assistant's Certificate or equivalent</li> <li>A recognised IT qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Relevant experience of working in a front line public service</li> <li>Experience of working with children</li> <li>Library experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of community work</li> <li>Experience of delivering literacy based activities for children</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Test</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>An interest in books and reading</li> <li>Excellent written and verbal communication skills</li> <li>Able to use IT to a high level</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Library IT systems including Talis and Netloan</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Test</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to work as part of a team</li> <li>Flexible approach to work</li> <li>Committed to the principles of equality and diversity</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Able to work evenings and weekends</li> <li>Able to work in any of South Tyneside's libraries</li> <li>Baseline security clearance</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>Basic check</li> </ul>