



South Tyneside Council

BUSINESS AND RESOURCES

PERSON SPECIFICATION

POST TITLE: Library and Information Assistant

GRADE: Band 4

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