

Thomas Plume's Library

Outline person specification for Assistant Librarian

Criteria	Essential	Desirable
Qualifications: General GCSE or NVQ Information & communications Technology NVQ or ECDL		✓ ✓
Skills/competencies Inter-personal skills such as required for working with public and colleagues in person and by telephone. Able to use e-mail and social media. Able to produce good quality word documents and simple spreadsheets. Able to search the internet and on-line catalogues. Able to contribute to preparing promotional materials	✓ ✓ ✓ ✓	✓
Knowledge Appreciation of "heritage" Librarianship Book and document conservation	✓	✓ ✓
Previous/required experience Handling books Producing documents in microsoft word Working with public	✓ ✓	✓
Special attributes Empathy with academic researchers. Able to undertake physical aspects of job and work in unusual work surroundings	✓	✓
Personal qualities Well developed inter-personal skills Able to give attention to detail Able to work occasional flexible hours	✓ ✓ ✓	