



Person Specification			
Post title	Library Assistant	Grade / Salary	Grade D / £23,500 - £23,893

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Demonstrate experience, commitment and a positive attitude to providing library services	CV, I
S2	Good communication, literacy and numeracy skills	CV, I
S3	A knowledge of books and reading trends for all customers	CV, I
S4	An ability to work with adults and children and provide excellent customer service	CV, I
S5	Demonstrate good organisational skills	CV, I
S6	An ability to use computer systems and the Internet	CV, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	CV
P2	An ability to work as part of a team or using own initiative	CV, I
P3	Demonstrate a willingness to be flexible	CV, I
P4	Demonstrate a willingness to attend relevant training and keep skills updated	CV
Communication		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	I
Qualifications		
Q1	Good general education e.g. GCSEs grade A – C or equivalent level 2 qualification	CV / A / I / C

October 2023





Knowsley Council

A = Application form **CV** = Curriculum Vitae **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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