

Perranzabuloe Parish Council

Person and Role Specification: Library Assistant – Perranporth Library

Competencies	Essential	Desirable
Qualifications		
NVQ2 or GSCE Level grade C or above in English and Mathematics	✓	
Administrative Skills		
Excellent administrative skills, methodical, efficient, reliable	✓	
Sufficient understanding of Library stock policy and systems (or willingness to undertake training)	✓	
Able to organise and prioritise own tasks	✓	
Flexible working style	✓	
Communication Skills		
High level of interpersonal skills	✓	
Ability to communicate well with colleagues and members of the public of all ages and abilities	✓	
IT Skills		
Competent IT skills: proficient in the use of all packages and related library/information service equipment (or willing to be trained), with working experience of Microsoft Office software and ability to learn new systems quickly	✓	
Experience of maintaining web sites and social media		✓
Various		
General knowledge and enthusiasm for books and promoting reading for pleasure and informal learning in all age groups	✓	
An understanding of the Local Government democratic processes		✓
Willing to undertake relevant training	✓	