

PERSON SPECIFICATION

JOB TITLE: Prison Library Assistant

DIRECTORATE: Community Services

GRADE: Scale 6

POST NO: 50027549

PREPARED BY: Rob Jones

DATE: 26/04/2004

E=ESSENTIAL D=DESIRABLE		SOURCE OF EVIDENCE - APPLICATION FORM TEST INTERVIEW	= A = T = I
	1. EXPERIENCE, direct work experience, other relevant experience.	W=4	
D	Basic library experience		A
E	Basic experience working with the public		A/I
	2. KNOWLEDGE, without which the job cannot be done effectively	W=4	
E	Broad general knowledge		A / I
D	Knowledge of dealing with challenging situations		A / I
	3. SKILLS AND ABILITIES, Essential/Capable of doing, Desirable/Able to train	W=5	
E	ICT Skills		A / I
E	Customer focus and customer care skills		A / I
D	Research and information skills		A / I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given	W=5	
E	5 GCSE's or equivalent including English and Mathematics		A
E	ECDL or equivalent		A
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking styles, disposition	W=5	
E	Positive, outgoing and helpful attitude		I
E	Ability to relate to adults from diverse backgrounds		I
E	Ability to work alone or as part of a team		I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W=4	
E	Flexible working ability including evenings		I
E	Ability to lift heavy books / boxes		A / I
E	Lone working		I
E	Interest in books and authors		I
D	Car owner / driver		A
	CONTRA INDICATIONS, if any		