

Library Assistant Apprentice Person Specification

| Criteria for Selection | Essential Requirements | Desirable Requirements | Assessment Method |
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| Qualifications | <ul style="list-style-type: none"> • Minimum of 4 GCSE's or equivalent A* - D (9 – 4) (this must include Maths and English Language or equivalent). • Must meet the minimum requirements of training provider for access to the apprenticeship programme. | | <ul style="list-style-type: none"> • Application form • Certificates |
| Experience | <ul style="list-style-type: none"> • Experience of team working this could be at school/college. | <ul style="list-style-type: none"> • Work Experience in an administrative workplace. • Experience of liaising with the public on the telephone and face to face. • Practical experience of Internet use and email in a work context • Experience in the NHS | <ul style="list-style-type: none"> • Application form • Interview |

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| Knowledge | <ul style="list-style-type: none"> • High level of computer literacy • Good working knowledge of Microsoft Word, Excel and Outlook. | <ul style="list-style-type: none"> • Knowledge of Microsoft packages e.g. Access and PowerPoint. • Some knowledge of administrative working processes and procedures. • Some knowledge of the Data Protection Act and Confidentiality. | <ul style="list-style-type: none"> • Application form • Interview |
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| Skills & Abilities | <ul style="list-style-type: none"> • Excellent verbal and written communication skills • Good interpersonal skills • Good customer care skills • Good organisational skills • Ability to work under supervision available and a willingness to seek advice when appropriate. • Flexible approach to a varied workload • High level of accuracy and attention to detail. • An effective team player. • Flexible with ability to prioritise and work to <ul style="list-style-type: none"> • deadlines. • Ability or willingness to learn how to communicate effectively and sensitively with colleagues, and others from a variety of backgrounds. | <ul style="list-style-type: none"> • Evidence of effectively working to deadlines. • Evidence of ability to complete tasks effectively. • Ability to work unsupervised for short periods. | |

| | <ul style="list-style-type: none"> Ability to understand the importance of confidentiality and to maintain confidentiality at all times as necessary. | | |
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| Other | <ul style="list-style-type: none"> Willing to undertake and complete the Level 3 Library, Information and Archive Assistant Apprenticeship within 21 months. Eligible to undertake the Apprenticeship - must not have a qualification in the same vocational area at the same or higher level. Has been a UK resident for 3 or more years. <p>Or</p> <ul style="list-style-type: none"> Meets the Eligible and valid residency status and permission to work in the UK criteria in Annex A of the linked document: 2223_Employer_Rules_Version_1_Final.pdf publishing.service.gov.uk Flexible approach. A professional and smart appearance Ability to work with VDU equipment Willing to travel to other Trust sites to meet the requirements of the post if necessary. (with travel expenses to cover cost) | | Interview |