

# CULTURE

## PERTH & KINROSS

### Job Profile

<b>Job Title</b>	Library Assistant
<b>Service</b>	Libraries & Information Services
<b>Salary Scale</b>	GE3 £25,096.02 - £26,447.49 per annum pro rata
<b>Location</b>	Strathearn Campus Library
<b>Reports to</b>	Libraries Supervisor /Senior Library Assistant
<b>Responsible for</b>	N/A

#### Job Purpose

**With a very clear customer focus, to assist in the provision of a lending and information service to both public and school in the community library.**

#### Main Accountabilities

- Assisting users and new users of the library, including school pupils and teaching staff, ensuring that they are aware of the library and learning services available.
- To assist senior staff in planning, organising and delivering a customer focused range of events, activities and promotional work including Information, Reader Development, Literacies and Lifelong Learning provision and Digital Services to all categories of users.
- Issuing, returning and renewing library materials and checking the availability of items using the Spydus library management system. Helping with requests for new and in-stock items. Helping with stock weeding and exchanges.
- Displaying materials to attract readers. Shelving materials. Ensuring that all areas of the library are tidy and attractive. Helping readers to select the 'right' book.
- To undertake continuing professional development in line with service requirements.
- To work in partnership with a wide range of external and internal partners to improve and develop library services.
- Assisting members of public and school pupils with computer use.

- Supporting children and adults, including school pupils, using the library with learning and study skills.
- To assist in the maintenance of records and data relating to service delivery and the gathering, collating and reporting of statistical information.
- To undertake financial transactions relating to service delivery and reconciliation of daily income.
- To work in partnership with a wide range of external and internal partners to improve and develop library services.
- There will be a requirement to work evenings and Saturdays.

### **Job Specific Requirements**

<b>Knowledge &amp; Experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• It is essential that you have experience of dealing with the public in either a work or voluntary situation.</li> <li>• You must have a good educational attainment: 5 Nat5s and 2 Higher Grades or equivalent at pass level.</li> <li>• You must have good ICT skills, knowledge of Microsoft Office, experience of using the internet, and experience of computer based systems in a work environment.</li> <li>• Ability to work on your own and work effectively within a team.</li> <li>• Good book knowledge</li> <li>• Must be comfortable working with groups of children, teenagers and adults.</li> </ul> <p><b>Desireable</b></p> <ul style="list-style-type: none"> <li>• Previous library experience</li> <li>• Have experience working with children.</li> <li>• It would be an advantage to have an ECDL or other ICT qualification</li> <li>• Knowledge of library automated systems</li> <li>• Knowledge of library outreach activities: Bookbug, Reminiscence sessions, Code Club etc.</li> </ul>
<b>Customer Care</b>
<p>You should possess the ability to deal with a range of people sensitively and effectively, be very customer focused, courteous and helpful.</p> <p>You must be able to handle enquiries in an efficient and courteous manner.</p>
<b>Health &amp; Safety</b>
<p>You must be able to cope with the demands of the job and attend on a regular basis and have a willingness to highlight any Health &amp; Safety issues in relation to this post and the wider service.</p> <p>Ability to carry boxes of books and other loads, shelve books and push trolleys</p>

**Equality & Dignity at Work**

You must possess the ability to treat customers, colleagues and members of the local community in accordance with CPK's policies on equalities and dignity at work.

**Communications**

It is essential that you have strong communication skills both written and oral, be literate and numerate and have excellent interpersonal skills.  
You should also have good keyboard skills, be accurate and give attention to detail.

**Flexibility**

You must be flexible in approach to workload and willing to work flexibly across the service.

**Achievement of Results**

An ability to manage your own workload, according to agreed procedures and deal with routine tasks in a conscientious manner is desirable.

**Quality**

Ability to monitor, evaluate and reflect on your working practice.  
Able to contribute and assist in the further development of the library service to ensure maximum service benefit.

**Team Working**

An ability to work with others in teams.

**Decision Making & Problem Solving**

Able to prioritise own workload.  
It is essential that you deal with any enquiries in an efficient and courteous manner and ensure that any enquiries that cannot be answered are passed on without delay to the appropriate senior member of staff, or other information provider.

**Any Additional Requirements**

You must have a friendly, outgoing personality, be diplomatic, discrete, adaptable and hard working.

Evening and weekend work is required.

As you will be working in a school community campus, providing school library services, you will require PVG registration.