

Job Profile

Job Title	Library Assistant
Service	Libraries & Information Services
Salary Scale	GE3 £27,010.61 – 28,455.93 per annum pro rata
Location	Strathearn Campus Library
Reports to	Libraries Supervisor /Senior Library Assistant
Responsible for	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. You will carry out your duties in accordance with the CILIP Ethical Principles, including supporting intellectual freedom, equitable access to information, evidence-based practice, and the provision of inclusive, impartial library and information services.

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.
- There will be a requirement to work evenings and Saturdays.
- PVG registration required

Job Specific Requirements

Knowledge & Experience
<p>Essential</p> <ul style="list-style-type: none"> • It is essential that you have experience of dealing with the public in either a work or voluntary situation. • You must have excellent ICT skills, knowledge of Microsoft Office, experience of using the internet, and experience of computer based systems in a work environment. • Ability to work on your own and work effectively within a team. • Good book knowledge • Must be comfortable working with groups of children, teenagers and adults. • Excellent customer service skills • Flexible approach to work • Must be able to cope with the demands of the job including carrying boxes and other loads, shelve books and push trolleys <p>Desireable</p> <ul style="list-style-type: none"> • Previous library experience • Have experience working with children. • It would be an advantage to have an ECDL or other ICT qualification • Knowledge of library automated systems • Knowledge of library outreach activities: Bookbug, Reminiscence sessions, Code Club etc.