

CULTURE

PERTH & KINROSS

Job Profile

Job Title	Library Assistant (Campus)
Service	Libraries & Information Services
Salary Scale	GE3, 5024-5029 (£27,010.61 - £28,455.93 per annum pro rata)
Location	Loch Leven 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.

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
Essential • 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 Desireable • 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.