CULTURE PERTH & KINROSS

Job Profile

Job Title	Library Assistant
Service	Libraries & Information Services
Salary Scale	GE3 (£27,010.61 - £28,455.93 per annum pro rata)
Location	AK Bell and North Inch Community Library
Reports to	Library Supervisor, Senior Library Assistant(s)
Responsible for	N/A

Job Purpose

With a very clear customer focus, to assist in the provision of a lending and information service to the public and pupils and staff of St John's Academy.

Main Accountabilities

- Assisting users and new users of the library, including school pupils and staff of St John's Academy, 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, Bookbug Rhymetime Sessions, 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 with computer use.

- Supporting children and adults 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
- It should be noted that these are not exhaustive but give direction to the role and responsibilities of the post. This post is not suitable for homeworking due to the service-based, customer facing nature of the role**.**
- All library employees are expected to carry out their 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.

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.