CULTURE PERTH & KINROSS

Job Profile

Job Title	Senior Library Assistant
Salary	CPK TAS4 (£27,863.50 - £30,295.43 per annum pro rata
Hours	23 hrs– *This post includes evening and Saturday working.*
Location	Scone Community Library
Responsible to	Library Supervisor
Responsible for	Library Assistants/Casual staff/volunteers
Contract Length	Permanent

Job Purpose

- With a very clear customer focus, to assist in the provision and development of a high-quality lending and information services to the public
- To ensure the library is a welcoming and stimulating environment and services are delivered with enthusiasm and creativity.

Main Accountabilities

- Assisting users and new users of the library, ensuring that they are aware of the library and learning services available. Encouraging non-members to join by supporting the library supervisor in proactive work within the community.
- Supervising and supporting casual staff and volunteers and ensuring they are appropriately inducted and trained.
- To assist in providing library services to people who are housebound by working with Books on Wheels Volunteers
- To assist the Supervisor 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. Organising 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.
- 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.
- 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.

This job profile is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

This role will require evening and weekend working.

Knowledge & Experience
Essential ➢ Experience of working with children or young people ➢ 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 ➢ Experience of supporting reader development ➢ Creativity is essential ➢ Good book knowledge ➢ Excellent understanding of good customer service. ➢ Able to work effectively independently and as part of a team ➢ Good oral and written communication skills ➢ A commitment to fairness and equity in all its forms ➢ Able to follow workplace policies and procedures such as Health and Safety Desirable ➢ Library experience ➢ Experience of supporting reader development ➢ 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.