

Library Assistant– additional information sheet / person specification

The role is to

- support the delivery of library and information services to ensure a high quality service,
- support the delivery of activities and events,
- assist customers to access online information and resources and
- encourage use by a wide range of customers.
- work as a member of the library team and under limited supervision

KEY ACCOUNTABILITIES

Offer a warm welcome to all visitors of the building, ensuring the highest standards of customer care and communication skills at all times, providing relevant and current information and signposting.

Assist customers with ICT and digital skills

Deliver and support library activities such as Baby Bounce and Rhyme, IT Sessions, author events and class visits

Assist visitors in joining and using the library and promoting the service

Undertaking everyday library tasks such as maintaining records and stock, shelving items and placing reservations for requested stock

Undertaking duties in relation to building security and Health & Safety - including opening and closing routines, key holding, daily cash handling/recording income/banking.

Assist in the induction, training and support of new members of staff, work experience students and volunteers.

Work with a range of partners to deliver a high quality service to the community

Commitment to continuing professional development

Ability and willingness to be a flexible, pro-active and effective team member and work with limited supervision

There may be a requirement for this post to be DBS checked in the future

Person Specification - Library Assistant

Requirements	Essential (E) Desirable (D)	Application form (A) Interview (I) Test (T)
Ability to work as a member of a team	E	A / I
Ability to work accurately and with limited supervision	E	A / I
Excellent digital skills	E	A / I
Ability to deliver an excellent customer focused service	E	A / I
Excellent communication skills and the ability to communicate effectively in English	E	A / I
An enthusiasm for books and reading	E	A / I
Ability to deal with difficult situations in a calm and helpful	E	A / I

manner		
Numeracy & Literacy skills appropriate to the role – tested prior to interview via paper exercise	E	T
Ability to deliver and support library activities and events	D	A / I
Knowledge of local, regional and national initiatives	D	A / I
Ability to work with a range of partners and volunteers	D	A / I
Ability to lift books and other heavy items repeatedly for shelving and packing purposes	D	A
Commitment to equality & diversity	E	I
Commitment to health & safety	E	I
Display the LCC values and behaviours at all times and actively promote them to others	E	I

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Clitheroe Library Assitant D 28hpw G4 rota

Grade:	4			
Post :	d - 28hpw			
ROTA	WEEK 1		WEEK 2	
Monday	9.00-17.00	7	9.00-17.00	7
Tuesday	9.00-17.00	7	9.00-17.00	7
Wednesday	9.00-17.00	7	9.00-17.00	7
Thursday	0	0	0	0
Friday	9.00-17.00	7	0	0
Saturday	0	0	9.00-17.00	7
Total		28		28
wk1 + wk 2 Total	56		1 hour lunch	