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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

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| **JOB TITLE:** | Library Assistant |
| **SALARY:** | £23,878 - £24,533 pro rata |
| **LOCATION:** | Culloden Library |
| **RESPONSIBLE TO:** | Network Librarian |
| **JOB PURPOSE:** | To assist with the provision and promotion of friendly and efficient library and information services to individuals and communities including on-line communities. |
| **KEY DUTIES AND RESPONSIBILITIES:** | * + Working as part of a team to deliver, support and promote library and information services to all;   + Assisting with library events and promotions aimed at various age ranges including children, teenage and adults (including Bookbug)   + Assisting with library routines including shelving, processing and repairing library stock;   + Inputting and checking databases and maintaining reservation systems;   + Cash handling procedures;   + Helping customers to make the best use of library resources including e-resources;   + Undertaking any other duties as required to ensure efficient and effective service delivery across the library network. |
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**OTHER DUTIES:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

**Date:** Nov 2024

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

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| **SERVICE:** | | Libraries |
| **JOB TITLE:** | | Library Assistant |
| **LOCATION:** | | Culloden Library |
|  | **ESSENTIAL ATTRIBUTES**  In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following: | |
| 1. | **EDUCATION AND QUALIFICATIONS**   * ECDL or equivalent qualification or evidence or alternatively relevant experience | |
| 2. | **EXPERIENCE**   * Experience of working as part of an effective team | |
| 3. | **SKILLS / ATTRIBUTES GENERAL**   * Ability to work on own initiative | |
| 4. | **SKILLS / ATTRIBUTES SPECIFIC TO THE POST**   * Ability to assist with library events and promotions * Ability to enthuse all ages about books, reading, information sources and library use * Ability to assist effectively with library routines including shelving, processing and repairing stock and cash handling procedures * Ability to input and check library databases and maintain reservation systems * Ability to help customers to make the best use of library resources including e-resources * Ability to lead Bookbug sessions. Training will be given if necessary. | |
| 5. | **INTERPERSONAL AND SOCIAL SKILLS**   * Ability to communicate effectively with others including children, teenagers and adults   *High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.* | |