

LIBRARY ASSISTANT (31 Hours) per week

Job title:

Library Assistant

Responsible to:

Senior Assistant

Head Librarian

Probationary Period:

3 months

Rate of pay:

£9.46 per hour, paid monthly in arrears

JOB DESCRIPTION

Areas of work:

All parts of the library

Person Specification:

We are looking for someone with a good general education who recognises the importance of customer care, has experience of working with a wide range of people, and has experience of working as part of a team. A flexible approach to work is essential, as is attention to detail. The post involves some evening work as well as alternate Saturday mornings. The ideal candidate must have good I.T. skills, with experience of updating websites desirable. Experience of working in a library would be an advantage.

Duties:

General duties including:

Issuing and discharging books

Answering telephone, e-mail and face-to-face enquiries

Tidying shelves and returning books in strict order to shelves.

Reshelving books in Bolbec store room

Dealing with sale of stock

Phone bookings for events and taking payment by credit/debit card

Processing new members

Renewing members' subscriptions

Dealing with direct debit and gift aid declarations

Visitor count and administration

Processing room bookings

Updating events attendance lists

Re-locating books to other sequences

Assisting with other specific tasks in the absence of other library assistants.

Any other reasonable duty that may from time to time be necessary according to the needs of the service

Daily:

Reshelving non-fiction and fiction (shared)

Keeping shelves tidy and in strict order

Updating events listings on the website

CD overdues

Post

Weekly:

Checking and tidying H section

Checking stock for Ringtons and ordering when stocks are low

Monthly:

End of month statistics