



## JOB DESCRIPTION And PERSON SPECIFICATION

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| <b>JOB TITLE:</b>      | Library Assistant   |
| <b>SALARY:</b>         | £25,698 - £26,408 pro rata  |
| <b>HOMEWORKING:</b>    | This role is not suitable for homeworking   |
| <b>RESPONSIBLE TO:</b> | Library Supervisor  |
| <b>JOB PURPOSE:</b>    | 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 INCLUDE:

The post uses a mix of manual and computer-based operations and will include:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Working as part of a team to deliver, support and promote library and information services to all.
- Run and assist with library events and promotions aimed at all age ranges including children, teenagers and adults.
- Leading Bookbug sessions for young children.
- Undertake library routines including shelving, processing and repairing library stock.
- Inputting and checking databases and maintaining reservation systems.
- Cash handling procedures.
- Helping customers to make best use of library resources including e-resources.
- Opening and closing of the library when required.
- Undertaking any other duties as required to ensure efficient and effective service delivery across the library network.
- Pursue continuous professional development and contribute to the continuous improvement of Library and High Life Highland as a whole.

- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the Library team.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

### **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 or 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: April 2026**

*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.*



**MAKING  
LIFE  
BETTER**

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### **ESSENTIAL ATTRIBUTES:**

To be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

### **EXPERIENCE:**

- Ability to work both alone and as part of a team.
- Ability to input and check library databases and maintain reservation systems.
- Ability to assist effectively with library routines including shelving, processing, repairing stock and cash handling procedures.

### **EDUCATION AND QUALIFICATIONS:**

- Relevant experience of using computers and/ or ECDL or other computer qualification.

### **SKILLS/ATTRIBUTES GENERAL:**

- Availability to work planned hours and availability to work at short notice to provide relief cover at Inverness Library.
- Ability to work alone and to use own initiative.
- Ability to work as part of a team.
- Ability to enthuse all ages about books, reading, information sources and library use.
- Ability to run and assist with library events and promotions including Bookbug sessions.

### **INTERPERSONAL AND SOCIAL SKILLS:**

- Ability to communicate effectively with people of all ages including children and teenagers.
- Ability to help customers to make best use of library resources including e-resources.