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| <b>JOB TITLE:</b>      | Library Assistant                                                                                                                                                   |
| <b>SALARY:</b>         | £25,698 - £26,408 pro rata<br><b>Salary placing is normally at the first point of the scale.</b>                                                                    |
| <b>HOMEWORKING:</b>    | This role is not suitable for homeworking                                                                                                                           |
| <b>RESPONSIBLE TO:</b> | Network Librarian                                                                                                                                                   |
| <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.
- Assisting with library events and promotions aimed at various age ranges but primarily teenagers.
- Assisting with library routines including shelving, processing and repairing library stock.
- Inputting and checking databases and maintaining reservation systems.
- Helping pupils and staff to make best use of library resources including e-resources.
- Assisting and ensuring appropriate behaviour of pupils during their use of the library.
- 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: July 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.*

**JOB TITLE:** Library Assistant

**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:**

- Experience of working as part of an effective team.
- Experience of working with young people.

**EDUCATION AND QUALIFICATIONS:**

- ECDL or equivalent qualification or evidence or alternatively relevant experience.

**SKILLS/ATTRIBUTES GENERAL:**

- Ability to work on own initiative.

**SKILLS/ABILITIES 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 best use of library resources including e-resources.

**INTERPERSONAL AND SOCIAL SKILLS:**

- Ability to communicate effectively with others including children, teenagers and adults.
- Ability to ensure appropriate behaviour of pupils during their use of the library.