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

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| **SERVICE:** | Libraries |  |  |
| **JOB TITLE:** | Library Assistant | | |
| **SALARY:** | £15,252 - £17,144 pro rata | | |
| **LOCATION:** | Inshes Community Library | | |
| **RESPONSIBLE TO:** | Inverness Network Librarians | | |
| **JOB PURPOSE:** | This is a 3 hour post, 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;   + Assisting with library routines including shelving, processing and repairing library stock;   + Inputting and checking databases and maintaining reservation systems;   + Cash handling procedures   + Ensuring library is staffed and maintaining service during the absence of regular staff, sometimes at short notice;   + Helping customers to make the best use of library resources including e-resources;   + Assisting with 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. | | |

**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 fo 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:** February 2018

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

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| **SERVICE:** | Libraries |
| **JOB TITLE:** | Library Assistant |
| **LOCATION:** | Inshes Community Library |
| **DATE:** | February 2018 |

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|  | **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**   * Availability to work at short notice * 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. Training given if necessary. |
| 5. | **INTERPERSONAL AND SOCIAL SKILLS**   * Ability to communicate effectively with others including children, teenagers and adults |
| 6 | **IDEAL ATTRIBUTES**   * Previous experience of working with primary and pre-school age children |