

JOB DESCRIPTION	
Post Title:	Saturday Assistant
Salary Grade:	B
Location:	Corby Library
Hours:	4.0
Reports To:	Library Manager
Service Area:	Libraries

Overall purpose of the job
To work as part of a team, delivering a wide range of frontline LibraryPlus services to a high standard.

Main accountabilities	
1	Assist customers with a wide range of queries and the use of self-service machines and other IT systems.
2	Be competent in the use of the Library Management System.
3	To undertake tasks and activities relating to the day-to-day operation of the library.
4	Ensure the Quality Standards for presentation and behaviour for libraries are always met.
5	To shelve returned books appropriately and ensure good presentation of stock within the context of a tidy library environment
6	To provide/support activities and services for the whole community.
7	To be responsible for self-development ensuring an awareness of North Northants Council and LibraryPlus strategies.
8	To be familiar with and comply with all policies and procedures relating to health and safety within the service.
9	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10	Carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## PERSON SPECIFICATION

Qualifications Required	Subject	Essential/Desirable
Minimum GCSE or Equivalent	Maths and English or able to demonstrate literacy & numeracy	Essential

Knowledge, Skills, and Experience		Essential/Desirable
<b>Experience and Knowledge</b>	Able to demonstrate an enthusiasm for working with, and an ability to deal effectively with the public	Essential
	Able to demonstrate good timekeeping and reliability	Essential
	Demonstrate an ability to work both on own initiative and receptive to direction	Essential
	Demonstrate an interest in working with customers in a library environment.	Essential
	Experience of working directly with the public in a service environment or library.	Desirable
	Experience of cash handling	Desirable
<b>Ability and Skills</b>	Excellent verbal communication skills	Essential
	Adaptable and receptive to change	Essential
	Ability to work as part of a team	Essential
	Ability to converse at ease with customers and provide advice in accurate spoken English.	Essential
<b>Equal Opportunities</b>	Demonstrate commitment to equal opportunities with regard to service provision.	Essential

Disclosure Level	None	Standard	Enhanced
What disclosure level is required for this post?	Yes		

Work Type	Fixed	Flexible	Field	Home
What work type does this role fit into?		Yes		