

LIBRARY/RESOURCE CENTRE ASSISTANT

PAY SCALE	NJC Grade 6 SCP 8 - 11
CONTRACT TYPE	Casual
LOCATION	The Library at the Lantern

Our vision is - Shropshire living the best life.

Shropshire Council is a unitary authority which serves the rural county of Shropshire. One of the most important things about working here is the knowledge that you're working to help others and the real sense of achievement and purpose that brings.

The people of Shropshire are rightly proud of their county's assets, its natural beauty, its history, its diverse economy, its vibrant culture.

About the role

Shropshire Libraries require a Casual Mobile Library Driver to work on a casual basis to deliver an efficient and effective Mobile Library Service for customers.

The main duties of the post will be to

- ensure that the vehicle is operated and maintained in a clean, safe and roadworthy condition and in accordance with council guidelines
- operate the library service efficiently, issuing and returning materials, assisting library users, recording statistics and maintaining an attractive and tidy library
- help customers to use the library and answer their enquiries

About you

The post holder will need to have an organised approach to work, with the flexibility to deal with different challenges through the working day.

The ability to cope with the physical aspects of the job is essential, as is an awareness of the health and safety requirements to ensure safe working practices.

The postholder will have a clean Category C1 driving licence and will be required to undertake a Shropshire Council driving assessment.

The post holder will need a flexible approach to tasks and responsibilities.

The ideal candidate will have excellent communication and customer service skills, be confident in using computers and be able to demonstrate an enthusiasm for libraries.

How to apply

We would love to get to know you more so please give us a call if you would like to discuss this role or our team. You can contact Ellen Powell on 01743 255309

When you are ready to apply, you will need to complete the online application form detailing what you can bring to the role which is outlined within the job description and how you meet the job requirements within the person specification. We look forward to hearing from you!