



LIBRARY AND COUNCIL SUPPORT ASSISTANT Maternity Cover

SCP 4-7 (£19,264 – £20,444)

17 hours a week Part Time on a rota covering Monday/Tuesday/Wednesday/Friday 08:45-17:00, and every other Saturday 09:30-12:30

JOB DESCRIPTION

Responsible to:

Senior Library Officer

Role Purpose :

To deliver high quality frontline library services by working with all members of the community to meet their literacy and reading needs by providing excellent customer services. To support all aspects of the Town Council's business by providing administration support services. To ensure a positive and flexible approach to the variety of tasks and work patterns to enable effective and appropriate staffing levels to meet customer demand.

- To promote the Library Service to all members of local communities to encourage customer engagement.
- Creating, preparing, delivering and presenting innovative library material and crafts for all ages through accessible social media platforms.
- To liaise with schools and other bodies to deliver a programme of library activities for the benefit of all members of local communities.
- Designing and preparing inspirational presentations and content for schools.
- To work with the Senior Library and Information Assistant to provide attractive promotional displays and materials.

- To work with the Senior Library and Information Assistant to provide content for the Council's newsletter and website.
- To participate in the delivery of Library centred activities such as reader development activities, story times and events for people of all ages and abilities both remotely and in person.
- To establish a good knowledge of Library resources, including maintaining, presenting stock and offering creative ideas so that the range of material on offer is appealing, meets customers' needs and increases library use.
- To offer initial reading choice guidance in line with reader development principles to adults and children.
- To provide professional and friendly customer service by taking prompt appropriate action to all enquiries in accordance with policies, procedures and instructions both remotely and in person.
- To provide accurate and competent administrative support to enable efficient and effective delivery of all aspects of Council business.
- To process payments, receipts and prepare associated paperwork and electronic records in an efficient and effective manner.
- To use ICT packages effectively, updating and maintaining computerised systems to ensure the service performs successfully.
- To operate in accordance with the diverse needs of the community to ensure equal access to services both remotely and in person.
- Providing mentoring, learning and experience support, working inclusively with the Public across the diverse needs of the community.
- To carry out such duties and responsibilities as may be required commensurate with the duties and responsibilities of the post.

Camborne Town Council
Person Specification for the Administrative Assistant

| | Essential Attributes | Desirable Attributes |
|-----------------------------------|--|--|
| Educational Qualifications | GCSE 5 or above or Equivalent in English and Maths | |
| Skills and Knowledge | <ul style="list-style-type: none"> • Enjoys reading, crafts and creative arts • Good listening, oral and literacy skills • ICT skills including keyboard skills • Organising time and working to deadlines • Knowledge of library systems and appropriate dissemination of relevant data/documentation | <ul style="list-style-type: none"> • Skilled in a creative craft • Have access to e-mail and be able to use the internet to access relevant information • Knowledge of the respective roles and responsibilities of the members of the Town Council |
| Personal Attributes | <ul style="list-style-type: none"> • Creative and Innovative • Be able to maintain confidentiality, integrity and impartiality • Have a flexible approach to working hours • Be sympathetic to the needs of others • Have an openness to learning and change • Have a positive attitude to personal development and training • Have good interpersonal skills • Be inclusive | |