



Job description			
Job title	Casual Library Assistant		
Grade	Pay Band B / SCP 2		
Directorate	Resources		
Service/team	Library Service		
Accountable to	Nominated Librarian		
Responsible for	Supporting, when required, the work of the library in delivering services to their customers		
JE Reference		Date Reviewed	Nov 24

Purpose of the Job

To provide a high-quality, customer-focused library service to the public, to access and use these services confidently and effectively. Support the work of the School Library Service where appropriate.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Provide first line help for customers to access stock and services.
- Encourage and develop positive relationships with customers of all ages and ensure their needs are met.
- Engage with children and young people and assist with children's activities, including story times and class visits.
- Support library customers in the use of computer software applications and hardware including the use of the internet and online resources.
- Operate all library procedures and processes including money handling.
- Data input, clerical, and administrative duties.
- Clean, prepare and return items for the School Library Service.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask



that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council’s information assets from unauthorised access, disclosure, modification, destruction, or interference.
- Report actual or potential security incidents.