



JOB TITLE	Library Assistant (casual)
DEPARTMENT/DIVISION	Library
LOCATION	West Dean College
REPORTING TO	Librarian
HOURS	3 hours per week, hours to be agreed in advance.
HOURLY RATE	£9.13 (plus holiday of 12.07%)
MAIN PURPOSE OF JOB	To assist with maintaining the circulation of the collection including shelving, short course book boxes and stock takes.

GENERAL DUTIES & RESPONSIBILITIES

Library duties

- 1 To either place new books in the relevant shelving area or to replace returned books
- 2 To make up book boxes as appropriate
- 3 To shelve journals as appropriate
- 4 To assist with stock takes and general Library collection work
- 5 To cover hours on an issue desk as required

Health and Safety

- 1 Ensure that appropriate standards in respect of Health and Safety are maintained.
- 2 Attend Health and Safety briefings and training as required.

Other Duties

- 1 Any other duties as may be reasonably requested by your Line Manager.

This job description is subject to regular review in consultation with the Librarian.

PERSON SPECIFICATION

Essential	Desirable
Excellent customer service skills.	Experience of working within a similar establishment.
Ability to work as part of a team.	
Good verbal communication skills.	
Willingness to learn.	
Able to work with minimum supervision.	