



Stratton St Margaret
Parish Council

Serving the Community

Library Services Assistant

16 ¾ HOURS PER WEEK

£9.03 per hour

Upper Stratton Library, Beechcroft Road, Stratton St Margaret, Swindon, SN2 7QQ.

Do you have experience of working in a library? Are you confident with good interpersonal and organisational skills?

We are looking for an enthusiastic and flexible individual to work in the Library, and supervise volunteers to support the information needs of the community. You will be joining us at an exciting time as we take over the library service in the Upper Stratton area from Swindon Borough Council, transforming into a Community Hub, ensuring the right levels of library, learning, IT and community services are in place to support our local community.

You will be the first point of contact with members of the public, community partners, and other teams and services, handling basic enquiries via a variety of channels and signposting to information and services appropriately.

- You will undertake duties as diverse as cataloguing or teaching library users how to make the most effective use of the library and accompanying systems, alongside the day to day running of the library service
- Assist in the provision of information to our library users
- Confident with technology, with knowledge of Microsoft Office applications; advising in the use of PCs and printing
- Dealing with questions and enquiries, face to face, by phone and email
- Stock and sector knowledge, and stock acquisition
- Involved in organising regular activities such as book readings, author signings, toddler story time etc.
- Build a network of upcoming library users through links to local school and encouraging class visits to the library
- Liaise with our social media expert to reach out to the community to publicise all the great things we do, and the services offered at the library.
- Overseeing volunteers working alongside you undertaking library services, function booking, allotment payments etc.
- Liaise with Finance Officers invoicing for function room hire, allotment payments etc.
- Someone has to handle all the enquiries we get, so communication skills are key – a happy telephone manner and a positive approach help keep library users happy and informed about what we do is vital.
- Key holder with responsibility for unlocking, locking up and securing the building.
- Serving teas, coffees and snacks to library users and community groups

Clerk to the Council

Tracy Predeth BA (Hons) MPA FILCM

www.strattonstmargaret.gov.uk 01793 823 761



Serving the Community

LIBRARY ASSISTANT WORKING 16 $\frac{3}{4}$ HOURS PER WEEK

Tuesday 1.15pm to 5.15pm
Wednesday 12.30pm to 5.15pm
Thursday 9.45am to 2.30pm
Friday 9.45am to 1.30pm

LIBRARY OPENING HOURS

Tuesday, Wednesday & Friday 10.00am to 5.00pm
Thursday 10.00am to 6.00pm
Saturdays 10.00am to 1.00pm

The successful applicant will have the ability to work well under pressure, prioritise workload, and possess good communication skills. Excellent computer skills are essential, as is experience in Library work. Previous local government experience would be beneficial.

Current library employees should be aware that this position is advertised as Stratton St Margaret Parish Council position and appointment ends any TUPE protection.

If you're passionate about community services, with a network of local contacts, apply to the HR Department via email info@strattonstmargaret.gov.uk

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