

Library Assistant to Perranporth Library



Salary: £20,812 pro rata = £10.82/hour (subject to a pay review within 3 months)

Hours: 16 hours / week to include Saturdays (subject to review with possibility to increase hours in future)

Location: Perranporth

Contract: 12 months with expectation to become permanent

Perranzabuloe Parish Council is seeking a Library Assistant to support the work of the Perranporth Library which is working in partnership with Cornwall Council.

We are seeking a Library Assistant to support a wide range of community activities in our small but well used library. We currently engage with local residents of all ages and other organisations in the community. Daily life in the library is varied and challenging. You will enjoy working with the public and pride yourself on being friendly when helping local people with both library and information services.

The postholder will be line managed by the Library Manager. You may be asked from time to time to support the rest of the Parish Council team by helping with some additional administration tasks.

As a Library Assistant, you will need to be confident in approaching people of all ages and backgrounds and supporting customers to access the public computers and to get online. You will have a positive manner and resolve problems effectively.

Key skills include excellent written, administrative and organisational abilities, confidence in using initiative to solve problems, good IT skills, a friendly and helpful approach to responding to public enquiries and a willingness to work flexibly.

It is important that the post holder is committed to their own continuous personal development through informal and formal training.

For an informal talk please contact Tatiana Cant, Parish Clerk on 01872 572727. For an application pack please email clerk@perranzabuloe-pc.gov.uk or download details from our website www.perranzabuloe-pc.gov.uk

Closing date: 5pm on Monday 30th January 2023

Interviews will be held in the week commencing 6th February 2023