

Edinburgh job – Library Assistant in Penicuik

✘ Midlothian Council are advertising a library post at their [Penicuik library](#). More details [here](#).

The advert says:-“Salary: £14,069 – £15,610 pro rata Penicuik’s new Library is a state of the art facility offering thousands of new books, CDs, and DVDs, as well as access to the latest IT services, including wi-fi access. The Library offers extended opening hours, and we are looking for an enthusiastic part time Library Assistant to help with service delivery on Saturdays and Sunday afternoons.

Your duties will include issuing and discharging library materials, sorting and shelving stock items, general administrative procedures and helping users in utilising the full range of library facilities. You will also assist members of the public in their use of computer equipment and will participate in promotional events and children’s activities.

You will have experience of working with the public, together with good administrative, IT, communication and team working skills. You will have an interest in the Library Service and a commitment to the provision of an efficient and customer – focused service.

You must provide evidence of competency in literacy and numeracy skills such as a minimum of three Standard Grade credit passes, including English and Mathematics, or an SVQ 2 or equivalent. Holding the European Computer Driving Licence is desirable. “