Advert

**Library Assistant Vacancies / Part-time**

Our libraries are the beating hearts of our communities, and we are looking for part time Library Assistants to come and join our friendly and supportive teams. We have vacancies at libraries in South Manchester, North Manchester and Central Area (not Central Library) varying between 14- 21 hours per week. You’ll need to be available to work evenings and Saturdays. These are permanent jobs and offer the benefits of working for a large local authority.

**Position Title:** **Library Assistant**

**Salary:** Grade 3 £21,189- £21968 per year ( pro-rata) Library Assistant

**Contract Type:** Permanent, part time (subject to a 6-month probation)

**Hours:** 14,16, 18 and 21hours positions - Saturday and evening work essential

**Work Location:** North Manchester, South Manchester, Central Manchester (not Central Library)

**Manchester Residency:** **These posts are open to residents of Manchester only**

If you are a people person, have experience and understanding of delivering excellent customer service, along with strong IT skills, then please come and talk to us.

You would:

* be the first point of contact for customers:
* provide information and deal effectively with customer enquiries, including helping with IT enquiries – face to face, over the phone, written and digital:
* carry out general library duties, help with the security of buildings and basic health & safety tasks, handle and bank cash:
* support a wide range of events and activities for all ages – in libraries and in other places:
* be willing to work at any library or location as and when required.

We have two **Open Evenings** where you can talk to some of our library staff about the range of services delivered and the reality of working for libraries, not the fiction. We will have a number of our library managers there who will talk to everyone who is interested and see whether you have the skills and expertise for this new chapter in your life.

**Please bring your CV to the Open Evening**.

Interested? Please register to attend at:
**https://www.eventbrite.co.uk/e/library-jobs-in-manchester-tickets-540921610097**

There are a maximum of 60 places for each open eve, please arrive promptly at 5pm and the event will finish at 7pm . Please **register early and only register for one event.**

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| **Date** | **Location** | **Time**  |
| Tuesday 28th February 2023 | Withington Library M20 3BN | 5-7pm |
| Thursday 2nd March 2023 | Beswick Library M11 3DS | 5-7pm |

We are an Equal Opportunities Employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.