

PART TIME LIBRARY ASSISTANT REQUIRED

Thomas Plume's Library has a vacancy for a part-time Library Assistant at its historic reference library in Maldon. As a Library Assistant you will undertake a range of library duties including supervising readers, answering research queries, guiding visitors and assisting in group visits to the Library by schools and other organisations.

You will have a good general education, a strong customer focus, and be reliable and punctual. Team work, accuracy and good IT skills are also essential. Previous experience, especially in a reference library or similar environment would be desirable but not essential.

The post is for 10 hours per week covering the opening hours of 2-4 pm on Tuesdays, Wednesdays and Thursdays and 10 am-12 noon on Saturdays, plus additional hours for special events as required. The annual salary is based on £22,252 p.a. (pro rata).

For further information and an application form, email: info@thomasplumeslibrary.co.uk or visit: www.thomasplumeslibrary.co.uk



Please note that in-person attendance is required for this position, and access to the Library is via a spiral stone staircase. Candidates will be required to undertake a DBS check.

Closing date for applications: **Friday 22 November 2024**
Provisional interview date: **Friday 20 December 2024**
Start date: **Mid-February 2025**