

Library General Assistant (Shelver) – Grade 1

Library and Student Services

Ref: LSS-006/P

Salary - £6,219.20

40 out of 52 working weeks per year, 16 Hours per week (0.39 FTE)

9.00am -12:15pm Monday to Thursday

9.00am -12.00 noon Friday

(Some flexibility allowed)

*Closing date for applications is **12.00 noon on Tuesday 20 June 2017**

Interviews are expected to take place within four weeks of the closing date.

We have an opportunity for a highly motivated, customer-focussed person to join our Library Service to meet the demands of staff, students and external users.

Your main duties will be to provide high quality library support with an emphasis on: shelving library material and providing support for library users with routine queries e.g. location of stock and use of printing facilities.

You will need excellent interpersonal and communication skills and a willingness and ability to learn quickly.

An application form, job description and person specification can be viewed on our website: <http://www.bolton.ac.uk/Vacancies> or requested by email: jobs@bolton.ac.uk. Alternatively, please telephone our 24 hour answering service on extension 3579 (Please leave your home address details). Please remember to quote the position reference number.

Applicants need to be aware that only a completed application form will be considered, unless it is specifically indicated in an advertisement that a CV will be accepted. Where appropriate, you should include a list of all publications when submitting your application. Please ensure you quote the position reference number on all documentation submitted.

If an applicant is interested in more than one vacancy, a separate application form must be submitted for each vacancy to ensure that the individual role requirements are addressed.

Candidates must be eligible to work in the UK, for more information please visit <https://www.gov.uk/check-uk-visa>. No agencies.

*Please note, the university reserves the right to shorten/extend the closing date of any position where a high/low volume of applications are received.

The University of Bolton strives to achieve equality of opportunity