



Apprentice - Library, Information and Archive Services Assistant - fixed term contract for up to 20 months.

Salary: Apprenticeship - £24,796.

Qualification: Level 3 - Library information and archive services (LIAS) apprenticeship with LMP Education.

37 hours a week.

The Service

The Portsmouth School Library Service (SLS) helps primary, secondary and special schools develop and use high quality library collections to inspire reading and help learning. We also offer advisory support and facilitate a full program of author events throughout the year. This includes Meet the Author events in schools, Book Awards and Literature Quizzes.

SLS is part of the wider PCC Library and Archive Service. The successful applicant will gain experience of the children's offer as delivered by public libraries, participating in promotional events and activities, supporting branch libraries as necessary.

What is the role?

To support the provision of a high-quality School Library Service, we are looking for someone to be part of our team based in Paulsgrove. We are looking for an energetic and dynamic person who will support the Advisory Librarian and Library Assistants.

You will be expected to:

- Promote a love of reading with both school staff and pupils across the city.
- Work as part of the team to support schools and host visiting authors at events.
- Select books to issue to schools as per requests and as part of our advisory support service.
- Work closely with schools to develop and maintain their library space.
- Assist with stock purchase, deliveries and adding new stock to our system.
- Have an enhanced DBS certificate as some unsupervised working may take place in schools.
- Welcome visitors to the SLS Centre and help them during their book exchange visits.
- Issue and return books using the computerised library management system.
- Maintain a tidy and organised workspace which includes shelving books, tidying and routine stock maintenance.
- Package consignments for delivery, including lifting and moving boxes.
- Update social media to promote the service we offer and share details of events we host.

Who is the person?

We're looking for someone who is:

- A friendly, resilient person who communicates well,
- Organised and can build good relationships with others.
- Creative and proactive which is important to help promote all the services we offer.
- Can stay motivated and enthusiastic, even as things change quickly, and can focus on finding solutions.
- Enjoys working with children and young people.

- Loves books, is interested in and understands the importance of reading.
- Knows a lot about children's books (or is willing to learn).
- Keen to work alongside authors and publishing houses to promote and support events.
- Able to show care and understanding for others' needs.
- Able to work to deadlines and manage tasks effectively, planning and prioritizing your work.
- Able to work independently, using your initiative, but also work well as part of a team, supporting colleagues and working together to provide a helpful and lively service to schools.
- Has basic IT skills and be confident in keeping our social media platforms up to date regularly.

**Please also answer the following questions in your application for this apprenticeship
To qualify for an apprenticeship, you will need to answer the following questions:**

Do you have an education, health or care plan provided by the local authority or have you been in the care of the local authority?

Are you a citizen of the United Kingdom or another country within the European Union (EU) or European Economic Area (EEA).

Have you been ordinarily resident in the United Kingdom or another country within the EU or EEA for at least 3 years from current date. Do you depend on a visa or other permission to reside in the United Kingdom?

If you have answered 'Yes' to the previous question, please describe below what type of visa/permission you have. You will need to bring in your passport and visa or evidence of immigration permission when you enrol so that we assess your eligibility to receive Government funding for the apprenticeship programme.

Please also answer the 2 questions in the job advert - these can be added to your application form.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR). Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.