

Apprentice School Library Service Library Assistant – Shrewsbury (Ref No 390)

Apprenticeships are work based learning programmes that offer the opportunity for individuals to gain real work experience and nationally recognised qualifications. Apprenticeships are undergraduate programmes aimed at people who do not already have a degree or equivalent level qualification HND/HNC/Level 4

An exciting opportunity has arisen to join the School Library Service (SLS), part of the Business Support within the Learning & Skills Directorate, based at Shirehall, Shrewsbury, as an apprentice admin and data assistant. SLS is not just books, although we have over 250,000!

This is a busy and interesting post, with principal duties providing a range of library support services for schools; to include, sorting, and shelving resources, word-processing, updating spreadsheets, note-taking at meetings, photocopying, filing and marketing duties with the ability to respond to school's needs by selecting appropriate resources.

A commitment to customer care is essential.

Applicants for this position must have 5 GCSEs, to include English Language, be numerate and literate; have knowledge of Excel and Word; the ability to carry out written and verbal instructions and work on own initiative.

The post-holder will have excellent communication skills, a confident telephone manner and be proficient at emailing. You will be flexible, adaptable and able to work cooperatively with others, as you will be joining a team-working environment.

You can apply for this job via the council website www.shropshire.gov.uk/shire-services/job-vacancies

Relationship to any Member of the Council or Senior Officer must be disclosed. Canvassing will disqualify.