

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Librarian

Classification: Librarians & Curators

Ref: 13,061

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into working in a library.

Key Tasks: Student will do a certain amount of observation then with training and under supervision may do simple Library Assistant tasks, including; assisting Library users to borrow resources, preparing stock for loan, shelving returned stock, maintaining and refreshing displays and where appropriate assisting in promotional activities with children and adults.

Requirements: Student should have an interest in books and working with the general public. Good communication skills and a pleasant, helpful attitude are essential when dealing with both staff and the general public. Ability to work as part of a small team, contribute ideas and be flexible with work pressures.

Clothing: Smart casual.

Working Hours: The library opening hours vary daily and range from 8.45am - 5.30pm Monday to Saturday. Student's working hours should be discussed prior to placement and must not exceed 37 hours per week.

Meal Breaks: One hour for lunch and 15 minute breaks am and pm. Student may be unsupervised.

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student must be supervised at all times.LIFTING & MANUAL HANDING:-Student must be taught safe lifting and handling procedures.SLIPS, TRIPS & FALLS: No working at heights but student to take care on stairs.COMPUTERS & WORK STATION:-Regular breaks to be taken if working at computer screen for any length of time.CHILD PROTECTION ISSUES:-All library staff have been police checked.CHEMICALS & FLAMMABLE MATERIALS:-No contact with chemicals on this placement.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L