SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

JOB DESCRIPTION

Schools Library Service Library Assistant

To assist in the day-to-day operation of the School Library Service and the provision of activities and events for children and young people in libraries and other venues across the county borough.

Post Reference Number: 5587
Date of Job Description: 10/11/26
Version:

Grade	4
Location	Tŷ Elai, Williamstown
Group	Community Services
Division	Culture Leisure & Visitor Experiences
Department/Section	Library Service and One 4 All
Team/Sub Section	Library Service
Responsible to	Senior Librarian - Children and Youth Services
Posts reporting to this post	None
DBS Required	Yes. Enhanced

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"

If you work for us, your work contributes to making a positive difference in our communities.

We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.

We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

Wellbeing and Work-Life Balance
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement, starting at 26 days (pro rata) rising to 31 days after 5 years of service, plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

Please see our career pages to find out more about working for us.

Purpose of the post:

To assist in the day-to-day operation of the School, Children and Youth Library Service. Work includes general library duties associated with the effective running of the service including cataloguing and the operation of the circulation system. Work also includes assisting in and conducting services and special events to promote the use of youth and children's services across all branch libraries and any related work as required. You will be required to work at other Rhondda Cynon Taf Libraries at short notice.

What you will deliver:

1. Carry out general library duties with particular emphasis on:
* The operation of the circulation system appropriate to the service point.
* The cataloguing of stock items and maintenance of these records.

2. To assist in the ordering of appropriate stock as necessary.

3. To assist in the provision of collections of books to schools and project collections as required.

4. To assist in the planning, publicity and implementation of activities and programs for children and young adults at branch libraries and other venues as required.

5. To participate in and conduct storytelling and art/craft activities as required by the service.

6. If applicable to undertake driving duties as required.

7. Ensure that all services are provided to consistently high standards and comply with current library policy and procedures

8. Ensure that resources are maintained in good condition and arranged according to stock policy and agreed procedures.

9. Carry out procedures associated with the collection of statistics and maintain file systems as required.

10. Assist in promoting and marketing the department and library service as the hub of learning, information, leisure and culture in the local community.

11. Provide the first response to comments and complaints from the public within the guidelines of the Library Services complaint procedure.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

What you will deliver:

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Good standard of education	ECDL or equivalent
An ability to communicate through the medium of Welsh	A good knowledge of books for young people.

Experience:

Essential	Desirable
Experience of working with young people of all ages.	Experience of working within a library service or information service environment

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 ☐ *All employees will be required to undertake a basic Welsh Language induction to reach this level* Welsh Language Level 2 ☐ Welsh Language Level 3 ☐	Welsh Language Level 2 ☐ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☐ Welsh Language Level 4 ☐

Welsh Language Level 3-5	☐	Welsh Language Level 5	☒
Welsh Language Level 4	☒		
Welsh Language Level 5	☐		

For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills

What skills you will use in the workplace:

Competency	Frontline and Customer Care Competency Framework
Competency Areas	**Competency behaviours and values**
Working with Others	Makes use of other team members' strengths to resolve issues
Communicating Effectively	Thinks about and consistently uses the most appropriate form of communication
Meeting Customers' Needs	Always puts the Service Users' needs first
Demonstrating Technical Ability	Demonstrates excellent levels of computer skills
Achieving Results	Takes initiative and can work without close supervision
Maintaining Safety and Well-being	Takes responsibility for complying with all relevant H&S procedures and legislation

Special Conditions and Professional Requirements