



Are you ready to join a dynamic, community-focused team within a progressive Council? Do you share our commitment to delivering excellent services for local residents?

We're excited to offer three permanent, part-time opportunities for Library Service First Point Officers (15 hours per week).

**Grade** NJC LC1 7-12 (£26,403 to £28,598) pro rata

**Work Pattern** The position will involve working on a Saturday on a rota basis.

#### **Brief overview of the role:**

The library service is a valued resource within the community. This role provides a highly customer-focused service to the public. Duties will include:

- answering general and book-related queries, issuing, discharging and shelving books
- promoting library stock
- cash handling
- helping with events and activities
- registering new users
- helping customers in the use of IT via the public access PCs
- The post holder will also deliver the 'First Point @' services provided in the library

#### **Skills and experience:**

Candidates must be:

- Knowledgeable about books, online resources and information on the Council website
- Able to work accurately, at times under pressure
- Able to communicate articulately with a diverse range of library customers
- Able to use good questioning skills to comprehend and meet the needs of library customers
- Able to show initiative and a desire for developing new skills

For an informal discussion about the role, please contact Anita Cund on 01952 567500.

Applications to be returned by email or post to:

**Email:** [TownClerk@oakengates-tc.gov.uk](mailto:TownClerk@oakengates-tc.gov.uk)

**Post:**  
The Town Clerk  
Oakengates Town Council  
The Wakes, Theatre Square  
Oakengates,  
TF2 6EP

**Telephone:** 01952 567500

Application forms should be returned by 12noon on **Monday 19 January 2026**, interviews will be on **Friday 23 January 2026**