



Faculty of Advocates
Library Department

Internal and External Advert

The Advocates Library was inaugurated in 1689 and serves as the national law library, in addition to providing library services to members of the Scottish Bar. A team of library professionals provides a modern legal information and research support service within the context of a historical and traditional environment. The vacancy below has arisen within the Library and will report to the Senior Librarian:

Library Support Assistant	Fixed Term until 17 July 2020
Ref:	19.18
Hours:	10 hours per week Mon - Fri: 4.15pm to 6.15pm Term Time only
Salary Scale:	Grade 6b - £16,944 - £18,681 (pro rata – FTE 35 hours)

The Library Support Assistant is an administrative role and the post holder will be part of a team responsible for maintaining the resources of the Library, with the goal of providing an efficient service to the members of the Advocates Library. The main duties of the post are to clear trolleys and shelve the books and other items on a daily basis and assist in shelf tidying and book cleaning (which may include leather dressing of older titles, as well as dusting).

A basic school education of four National 4's or National 5's (or equivalent), including Maths and English is essential. It is imperative the applicant is very detail orientated, meticulous about their work and comfortable climbing ladders. Experience in a library and/or experience in law related workplace would be advantageous however is not necessary as full training will be provided.

Please note this vacancy will be term time only, working to the following dates:

- Monday 28 October to Friday 20 December 2019
- Monday 6 January to Friday 3 April 2020
- Monday 20 April to Friday 17 July 2020

To apply for this vacancy, please [click here](#) to access the recruitment site to download the Application Form. Please submit your completed Application Form via the recruitment site.

Closing Date: 5pm on Friday 27 September 2019