

Key Responsibilities and Major Tasks

Provide families, child care groups, organisations and agencies with a well-equipped, safe and up to date selection of equipment suitable for children aged 0 – 14. Be responsible for keeping the library attractive to users.

Registration of new members and groups and maintain membership records.

Ensure ongoing repair and maintenance of toys and equipment, ensuring they are clean and labelled. Withdraw broken or old toys and maintain records accordingly.

Take delivery of, check and catalogue new stock.

Issue toys to members and groups and maintain appropriate records. Ensure toys on loan are returned.

Advise on the value of individual toys and their educational value.

Ensure the quality of the resources is maintained at all times.

Attend appropriate meetings and training as identified.

Undertake general administration in the day to day smooth running of the libraries, including being responsible for recording monies raised from memberships and hire fees etc

To work unsupervised and take responsibility for planning own workload.

Undertake such other work during normal working hours on behalf of the library as may be specifically agreed between the librarian and the Toy Library Co-ordinator.

Merry Go Round Toy Libraries

Exeter Scrapstore, Gordon Road, Exeter EX1 2DH

Job Title: Relief Toy Librarian (part-time)

Location: To be agreed (Merry Go Round or Carousel Toy Library)

Pay: £8.36 per hour plus annual leave allowance

Hours of Work: 4.5 hours per session (Tuesday sessions run from 1pm to 4pm; Thursdays 10am to 1pm, plus setting up, clearing away and completing paperwork)

Brief Overall Description of Role:

To provide groups, organisations and individual members with a well equipped, safe and up to date selection of equipment suitable for children and their families, carers and childcare groups.

To ensure the quality of the resources is maintained at all times

To advise on the value of individual toys and their educational value.

To maintain records of transactions and complete relevant paperwork

To Whom Directly Responsible:

Toy Library Co-ordinator
Fiona Daughton

Any Specific Training/Experience:

Experience and knowledge of resources required by families, carers and childcare groups.

Good knowledge of child development

Knowledge of simple book keeping and filing

Good organisational skills.

Ability to work on own initiative

Safeguarding level 2 or willingness to attend training

Current DBS needed before employment can start