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Apprentice Library Assistant

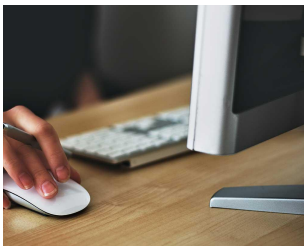
Location: **Halifax**

Posted: **24th November 2026**

Employer: **Calderdale Council**

Role type: **Apprenticeship**

Entry Requirements:



Forget the traditional view of a library, Calderdale Libraries are now vibrant community hubs offering a safe space for all. A modern library service doesn't only offer books - we also provide digital services, community engagement, a social experience, access to lifelong learning, and a warm welcome for everyone.

Business

Local authority

Training provided

Level 2 Customer Service

Pay details

National Minimum Wage

Hours

37 hours per week, to include evening and Saturday hours

Requirements

- GCSE maths and English at grades 9-4
- Verbal and written communication skills
- Able to work under pressure and to deadlines
- Organisational skills.
- Ability to work both independently and as part of a team
- IT skills including use of Microsoft Office software

Minimum age

16

Description

Day-to-day tasks include:

- Supporting customers in their search for information, by providing unbiased access to books, non-book and online resources
- Assisting in library activities in the promotion and support of Reading, Culture and Creativity, Health and Well Being and Information and Digital resources
- Assisting with the loan and return of library items, dealing with all customer-related enquiries in an efficient manner
- Ensuring information and learning resources are kept in a condition/location which will optimise best usage
- Assisting with the security of the library building and the safety of the customer and staff environment
- Responding to client demands and seeking positive resolutions in a calm and unflustered manner
- Ensuring a welcoming environment for visitors to library premises

How to apply

Please apply on the council's **website**.

To enquire about this role: