

Walkers Bookshops

11 August 2026

Company Synopsis

Walkers is a family run Company that was established by Philip Walker in 1972 in Oakham, Rutland. We currently trade from our two shops, in Oakham and here in Stamford where we have been serving the community since 1978. It has been an exciting few years for us as we have undertaken a major re-fit both downstairs and upstairs in our book department too.

Our bookshop upstairs stocks thousands of titles and we offer a next day ordering service for over 500,000 books that are not in stock. We are able to obtain virtually any book that is 'in print' in the United Kingdom for our customers.

Downstairs our three main product areas are newspapers and magazines, greetings cards and Thorntons, although we also sell a small range of stationery and a selection of lovely gifts as well.

The variety of the products that we sell, together with the fact that we are a busy shop, makes greater demands on our staff than the average retail outlet, but offers both interesting and rewarding job opportunities in return.

Walkers are fully committed to providing exceptional customer service and care and we are looking to recruit cheerful, committed, enthusiastic and hard-working staff, who will take pride in achieving this.

Thank you for your interest in a position with Walkers. We have pleasure in enclosing a job description, together with an application form and look forward to receiving your reply.

Tim Walker

27 High Street OAKHAM Rutland LE15 6AH

Tel: 01572 723957 E-mail: admin@walkersbookshops.co.uk

Walkers Bookshops is a trading name of Walker's Books Ltd

Directors: T P Walker, J Walker

Registered in England No: 1339497 Registered office: 27 High Street Oakham Rutland LE15 6AH

JOB DESCRIPTION

Job Title: Part Time Sales Assistant (mainly weekends)

Duties: Serving Customers; helping customers; checking off and pricing deliveries; putting stock away; general housekeeping & cleaning.

Starting Date: ASAP

We are a busy shop in the heart of Stamford and this job revolves around working as part of our friendly shop team to look after and serve our customers. When not helping customers, you will work to ensure that the shop is clean, tidy, well stocked and always looking at its best. We stock a great range of products, books, cards, newspapers & magazines, stationery, gifts and Thorntons chocolates and as you settle in you will learn about all these different product areas.

Responsible to: Branch Manager & Assistant Manager

Hours: We currently have two positions available.
Averaged over a three week rota, the hours are approximately:
Position 1: 10 hours per week
Position 2: 7.5 hours per week

Position 1			Position 2	
Saturday Wk A	Sunday Wk A		Saturday Wk A	Sunday Wk A
8am – 5pm	10am – 1pm		12pm – 5.30pm	Off
Saturday Wk B	Sunday Wk B		Saturday Wk B	Sunday Wk B
8am – 5pm	Off		9am – 2pm	10am – 1pm
Saturday Wk C	Sunday Wk C		Saturday Wk C	Sunday Wk C
8am – 5pm	10am – 1pm		9am – 2pm	12pm – 4pm

We work to a regular 3-week rota, although we ask that you are flexible with regards to the hours that work in order to cover holidays, illness and busy times of the year.

This is a permanent position, so would not be suitable for applicants seeking short term work for a few weeks only.

Rate of Pay:

Age	Pay per hour
Under 21	£10.85
Over 21	£12.71

Holiday Entitlement: 6 Working weeks

Please return your completed application form:

Via email to: jenny@walkersbookshops.co.uk

Or by post to: Mrs Jenny Pugh, Walkers Bookshop, 10 High Street, STAMFORD, Lincs. PE9 2AL

Application Form

Thank you for taking the time and trouble to complete this application form. Please do not refer questions to an accompanying C.V. If you are unable to complete the form yourself, please indicate this below under "Details of any adjustments" and state why.

Position applied for:

Full Name

Address	Home Telephone No:
	Mobile Telephone No:
Post Code	E Mail:

Driving Licence	yes/no	Full/Provisional	
Details of any current endorsements/driving bans during the last 10 years			

Details of any adjustments you may require at interview

References	
Most recent employer	Other
Name	Name
Address	Address
Telephone No	Telephone No
Please indicate by signature which of the following statements you agree with:	
I give my permission to take up my references prior to an offer of employment being made	
I do not give my permission for references to be taken up prior to an offer of employment	

Right to take up employment in the UK	
Are there any restrictions to your right to take up employment in the UK?	Yes/No
If yes please detail country of origin and restrictions:	

APPLICATION FORM (page 2)

Confidential (Personal Information)

[illegible][illegible][illegible]

Personal interests, hobbies or anything else you would like to tell us about yourself**Data Protection**

The information provided by you on this document and obtained from other sources in the process of dealing with your application for employment will be used in a confidential manner. We may check the information you provide to us with third parties and otherwise use the information in ways relevant to your application only as permitted under current law. If your application is successful, the document will be retained on a confidential personnel file with access restricted to only those employees who are authorised access in the normal course of their duties. This will normally be your immediate manager, HR Manager and Payroll personnel but may also include external auditors; government officials or other legally entitled persons. If your application is unsuccessful the document will be retained for a period of time considered to be appropriate to the organisation to enable it deal with any legal challenge relevant to this recruitment process. By signing this document, you agree to the processing of your sensitive personal data (as described above) in accordance with our registration with the Data Protection Commissioner.

Declaration

I declare that the information I have provided in this application is accurate and true and I understand that if I have provided misleading or untrue information this will disqualify me from appointment or may result in my dismissal if appointed.

Signed Date/...../.....

Please continue on a separate sheet of paper if you run out of space anywhere on this form.