



Stoke Newington School
& Sixth Form

JOB PACK

Library Assistant

Contents

Job advertisement	pg 3
Job description	pg 5
Person specification	pg 7



Job advertisement

Library Assistant November start date

Scale 3 • £11,426 to £11,622 actual salary per annum

Working hours 10.00am to 2.00pm Monday – Friday

term time only (39 weeks a year)

Permanent

The School

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school which has recently received a good OFSTED inspection. We are committed to excellent and creative teaching, which leads to all students achieving highly. We provide all colleagues with excellent professional development.

The Post

You will be supporting the librarian in promoting reading for pleasure across the school. This will include using the Library Management System (READING CLOUD) to issue and return books, maintaining the library as a well-organized and inviting space, working with students to guide and develop their book choices, supporting subject teams in using the library, developing the role of the student librarians, being involved in enrichment activities such as author visits, book groups or special events or activities.

You

We are looking for someone who is passionate about reading and the importance of libraries and who is keen to share that love with others. You may have experience working with children and young people or experience in libraries, but above all you will be committed to helping Stoke Newington to be a reading school. You will have a positive manner with young people and the ICT and organizational skills to manage the demands of the role.

Applying for the role:

If you are interested in joining our team please apply via <https://www.tes.com/jobs/employer/stoke-newington-school-and-sixth-form-1050384>.

The closing date for receipt of applications is **12.00pm Tuesday 18th October 2022**.



Job description

Job title: **Library Assistant**

Directorate: Stoke Newington School

Reporting to: Librarian

Grade: Scale 3 (10.00 – 2.00pm, Monday to Friday, term time only)

Purpose of the post:

- To assist in the activities of the library within the school to provide pupils and staff with comprehensive services.

To assist in the implementation of school policy in relation to the library service to achieve an efficient and developed provision within the school, which encourages use by all students.

Main duties and responsibilities: Provide general clerical assistance including:

- Use ICT packages relevant to the library e.g., Microsoft Office (Class Charts, SIMS, Outlook, basic Excel, Power Point), Internet, Reading Cloud Library Management System.
- Issue and process resources.
- Prepare and distribute overdue book reports.
- Shelve books in the correct section of the library and general library tidying.
- Basic repairing of books, reporting any vandalism to the Librarian.
- Assist users with locating and using resources including ICT.

Provide practical assistance including:

- Contribute to the maintenance of a safe, welcoming, caring and stimulating environment for students.
- Monitor student behaviour within the library area and deal with low-level issues in line with the school behaviour policies.
- Support library users with research skills.
- Recruit, supervise and train student librarians.

Support the promotion of Reading for Pleasure:

- Be an advocate for reading around the school.

- Assist in developing, promoting, and running activities to encourage reading for pleasure and literacy.
- Promote the Library service and resources via the school's social media channels, website and
- in-house displays
- In liaison with the Librarian, Inclusion Leader, Literacy Leader, Year Group Leaders, and tutors, encourage all year groups and target groups in using the library and resources.

The post holder will contribute to the school's objectives in service delivery by:

- Acknowledging Customer Care and Quality Initiatives.
- Commitment and contribution to improving standards for all pupils and all groups of pupils within the school as appropriate.

To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Librarian / Headteacher.

General requirements:

- The post holder must always carry out his / her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or meet.

Job title:	Library Assistant
------------	-------------------

Person Specification

Essential

Desirable

Person Specification		Essential	Desirable
Experience			
	Experience of working with		
1.	Experience of general clerical duties.		✓
2.	Experience of school library systems.	✓	
3.	Experience of promoting reading with young people		✓
4.			✓
Knowledge			
5.	GCSE A*-C English & Maths or equivalent.	✓	
6.	Knowledge of library lending and returning procedures.		✓
7.	Knowledge of book classification systems.		✓
Skills			
8.	Familiarity with general ICT packages e.g., Word, Excel, Outlook, PowerPoint.	✓	
9.	Experience of working with school library ICT packages, particularly READING CLOUD		✓
10.	Excellent organisational skills.	✓	
11.	Ability to assist and direct pupils in the use of resources.		✓
12.	Good communication skills.	✓	
13.	Excellent reliability, attendance, punctuality, and commitment	✓	