

JOB DESCRIPTION

POST TITLE:	Library Assistant, Term time only
HOURS:	36 hours per week
SALARY:	Scale 4
LINE MANAGER:	Librarian

Core Purpose

- To assist the Librarian in promoting and developing the school library in order to provide an efficient service to pupils and staff.

DUTIES AND RESPONSIBILITIES

Responsibilities

- Managing the issuing and returning of the library's stock
- Shelving stock and keeping the library in good order
- Withdrawing stock under the direction of the school librarian
- Provide support for cataloguing of new material to the library collection.
- Processing new material so that it is ready for shelving
- Managing the library management system and supporting its use by students
- Running the overdue system
- Help library users find material to meet their needs
- Assisting library users to become proficient in using online resources
- Encourage pupils and staff in using the library through supporting a range of library based activities
- Supporting the school librarian with the supervision of students using the library
- Work towards and support the school vision and current school objectives as outlined in the school development plan
- Contribute to the school's programme of co-curricular activities
- Engage actively in the performance review process
- Other duties reasonable to assist in the smooth operation of the library

Duties

- Carry out and / or delegate tasks required to ensure that all job responsibilities are fulfilled.
- Maintain knowledge of all school policies related to the job role including but not limited to Health and Safety and Equality.
- Proactively ensure that all skills essential for the post are kept up to date.
- Keep up to date with and react to changes in local and national education policy that could have an impact on the role and its responsibilities.
- Undertake any other duties as reasonably requested by the Head teacher or the Deputies.

Whilst every effort has been made to set down the main responsibilities and duties of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post holder will be expected to work flexibly and carry out all duties in compliance with school and Hackney Learning Trust policies.

Signed:..... Date

Head teacher

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date.....

Library Assistant

Person Specification

Library Assistant

	Essential	Desirable
Education:		
A good standard of general education	X	
Experience:		
Previous library experience		X
Previous experience of working in a school or other academic environment		X
Good level of ICT Skills	X	
Skills and Personal Qualities:		
Ability to work alone and as part of a team	X	
Ability to communicate well within the school and wider communities	X	
Good organisational skills	X	
Ability to deal confidently with enquiries from library users	X	
Keen to promote a welcoming and helpful image of the library	X	
Ability to develop a culture of mutual respect with the pupils	X	
Enjoy working with young people	X	
Have an interest in YA literature	X	
Be interested in their own professional development	X	
Support and contribute to the school's responsibility for safeguarding students	X	