



Davenant Foundation School

<u>Job Description:</u>	Assistant Librarian
<u>Work Directed By:</u>	Librarian
<u>Performance Reviewer/Team Leader:</u>	Librarian
<u>Purpose of the Post:</u>	To help maintain an efficient library service for the school.
<u>Pay Range:</u>	Scale 3
<u>Time Allocation:</u>	25.5 Hours per week

Main Duties and Responsibilities:

This role is based in both the Sixth Form and Arter Libraries – majority of time spent in the Sixth Form library.

- Manage the issuing and returning of the library stock.
- Shelve stock and keep the libraries in good order.
- Withdraw stock under the direction of the Librarian.
- Catalogue and process new material for the library collection.
- Use of the library management system, and support its use by students.
- Communicate with students and parents, in regards to the overdue system.
- Encourage pupils and staff to use the library by supporting a range of library-based activities.
- Assisting library users with general library enquires.
- Manage the behaviour of the students using the libraries.
- Support student learning by promoting the enjoyment of reading including helping to keep the library display boards up to date and engaging
- Work towards and support the school vision and current school objectives, as outlined in the school development plan.
- Engage actively in the performance review process.
- Represent the library on open evenings alongside the Librarian.
- Other reasonable duties to assist in the smooth operation of the library.

Davenant Foundation School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment.

Davenant Foundation School and its governing body is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks.