



The Grey Coat Hospital

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



Assistant Librarian Job Description

Hours:	Term time only, 36 hours per week, 8.00 to 4.30
Department:	Library
Salary:	Circa £26,000 per annum depending on qualifications and skills
Responsible to:	School Librarian

Individual Responsibilities include:

- Deputising for the Librarian when necessary
- Staffing the Upper School Library on a rota basis
- Processing new stock, and carrying out basic repairs
- Maintaining the Library blog under direction of the Librarian
- Checking deliveries and keeping stock record up to date

The Assistant Librarian will work with the Librarian to:

- Provide excellent frontline service through staffing the desk and answering queries from students and staff
- Promote awareness and use of physical and online resources
- Maintain stock relevance through regular weeding and stocktaking
- Provide displays, competitions, and book lists
- Manage the Pupil Librarian scheme
- Foster a quiet atmosphere for study
- Collaborate with colleagues across the school in Library events and projects

Other duties as directed by the Librarian to ensure the efficient and effective running of the school library

Opportunities will be given for further training and responsibilities within the Library, including special projects and student clubs

Person Specification



Essential

- Educated to A level, degree or equivalent level
- The ability to work collaboratively with colleagues
- An appreciation of the need to work within procedures and guidelines
- Demonstrable oral and written communication skills
- Demonstrable attention to detail and high levels of accuracy
- Familiarity with using a library for study or research
- An interest in young people and libraries
- A love of reading

Desirable

- Knowledge of trends in young adult fiction
- Experience of working with children and young adults
- An ability to work under pressure
- Knowledge of relevant legislation and guidance in relation to the protection and safeguarding of children and young people
- A general awareness of health and safety principles
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The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

An enhanced DBS disclosure is required for all posts.

Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.

