

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Librarian Assistant	Post No: GEN67	Grade: HC4
Organisational information: Responsible to: Teacher Librarian/Member of Leadership Team Professionally responsible to: <i>(where appropriate)</i> Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i> Responsible for: Daily management of the Library and Resources and where appropriate, providing a reprographics service for the School. Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i> <i>Internal:</i> Pupils, staff, parents, outside contacts regarding resource materials, School Library Service, other School Librarians and professional organisations. <i>External:</i>		
Main Purpose of Job: To manage the day-to-day running of the school library for the use of pupils and staff and to promote the Library within the school, supervising pupils as necessary. To prepare resources for teaching and learning, ensuring provision of effective resources and information services.		
Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> <ul style="list-style-type: none"> ➤ To select, organise, promote and maintain all materials and to participate in decisions to allocation of budget. In some instances, responsible for a small budget for the purchase of books and resources, as agreed by line manager. ➤ Day-to-day library duties including shelving books correctly; to index, classify and catalogue materials and maintenance of library databases. Supervise the issue and return of books and other resources, issuing overdue reminders, collecting fines and issuing receipts. ➤ Maintenance of library resources, including annual stock-take, ordering new books and 		

other resources, replacing and repairing of books, keeping close control of stock via appropriate system.

- Maintenance of library equipment – organising servicing and repair as required.
- Operating library information technology, including the computer system, catalogue search facility, CD-Roms and internet access. Obtain resources from the internet and maintain a database of websites.
- Liaise with teaching staff and the Schools' Library Service to identify ways of developing the Library as an effective learning resource.
- Use specialist experience to support pupils who need to access particular materials. Provide support so that they can locate and use materials most appropriate for the task and so further achievement.
- Create an attractive, purposeful and orderly working environment, including the arrangement of furniture, equipment, displays, books and other resources.
- Develop strategies to encourage reading and where appropriate targeting varying groups.
- Provide induction sessions for pupils in the use of the library and in research skills.
- Supervision of students using the library environment assisting them in their research, and maintaining standards of behaviour, in the absence of teaching staff.
- Prepare specialist resources as requested, using appropriate computer software as required.
- Liaise with departments over purchase of new materials.
- Supervise and train pupil librarians where appropriate.
- Attend training sessions as required.
- Attend HLS meetings as required.
- Organise book fairs or similar events and promote book club where appropriate. Arrange for visiting specialists as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person.
- Other duties which are commensurate with this job description may be undertaken by the jobholder.

DATA QUALITY

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

- Providing supervision during allocated working hours.
- Maintaining appropriate behaviour levels.
- Organise, promote and maintain all book and resources for effective student use, including systematic indexing, classification and cataloguing.
- Maintenance of appropriate computer systems and databases.
- Use of specialist skills and experience to support staff and pupils individually or in small groups.
- Provide a service and point of contact in the Library during opening hours.
- Ensure a high standard of display and promotional material to enhance the appearance of the Library and to support classroom work so that a purposeful and productive working environment can be provided for staff and pupils.

Other information: Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:	Line Manager Signature:
	Date:

Date Job Description last reviewed:

October 2013

GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Library Assistant		Post No: GEN67	Grade: HC4
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria		Method of Assessment*
Experience	Previous library, literary, or relevant experience.	AF, I	
	Experience of using IT for word processing, spreadsheets, and data handling.	AF, I	
Skills and Abilities <i>Including personal attributes</i>	Should be a competent user of computer software Ability to work on own initiative Work effectively within a team Good telephone manner Ability to relate well to pupils, staff, parents and members of the general public Organisational skills – possess a methodical approach to record keeping A helpful and pleasant manner	AF, I	
Qualifications and Training <i>including professional qualifications</i>	Educated to GCSE level in Maths/English or equivalent Willingness to attend appropriate training, as required	AF	
Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i>	Availability to be flexible to attend relevant meetings and or training outside contract hours Police clearance	I, DBS check	
Line Manager Signature: Date:			

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013