



Notley High & Braintree Sixth Form

Job Description & Person Specification

Library Assistant & Administrator

Job Title:	Library Assistant & Administrator
Scale:	Scale 3
Responsible to:	Head of Sixth Form
Responsible for:	N/A

Job Purpose:	To provide an efficient and supportive library service for the school and Sixth Form, ensuring well-maintained resources, effective study environments, and high-quality administrative support across identified school functions.
Duties & Responsibilities	Library Operations - Maintain, organise and update all library stock, including cataloguing new items and processing returns. - Proactively promote an academic reading culture within the Sixth Form by encouraging engagement with wider, subject-specific reading beyond curriculum requirements. - Oversee Sixth Form silent study sessions, promoting a productive and respectful study culture. - Support initiatives to engage and inspire high-attaining Year 11 students, promoting aspirational academic study and supporting transition into Sixth Form learning. - Support Sixth Form students with the quality of written expression in personal statements, focusing on structure, clarity, academic tone and proofreading, while ensuring content remains student-led. - Act as an academic mentor for a targeted group of students, supporting the development of effective independent study habits, academic organisation and progress. - Guide students and staff in selecting appropriate reading materials. - Monitor library use and ensure an orderly and welcoming environment. Reading, Learning & Engagement - Coordinate special reading events and initiatives. - Lead reading programmes such as Accelerated Reader and Bedrock. - Recruit, train and oversee Student Librarians. - Maintain displays promoting reading and key themes. - Support the development and promotion of Academic Reading lists. Administrative Support - Carry out routine administrative tasks required to deliver effective library services. - Provide administrative cover across the school, including reception and student services.
General	- Engage in performance review and professional development. - Follow health and safety responsibilities. - Ensure compliance with Data Protection Act 2018 and GDPR.



- Uphold Equality & Diversity Policy.
- Support safeguarding practices, including reading KCSIE Part 1 annually.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English & maths	E
	• A degree or diploma in Library and Information Science or a related field is desirable but not essential.	D
	• Training in customer service or relevant experience in a customer-facing role.	D
	• Basic IT skills and familiarity with library management systems are advantageous.	D
Knowledge & Experience	• Knowledge of library systems and cataloguing procedures.	E
	• Experience in using library databases, electronic resources, and online catalogues.	E
	• Familiarity with basic reference and research techniques.	E
	• Experience working in a library or information service environment is beneficial.	E
	• Awareness of data protection and confidentiality principles.	E
	• Carrying out administrative task, including reception duties	E
Skills and attributes	• Strong organisational skills with attention to detail.	E
	• Good interpersonal and communication skills, both written and verbal.	E
	• Ability to manage time effectively and prioritize tasks.	E
	• Proficiency in using standard office software (e.g., Microsoft Office).	E
	• Problem-solving skills and the ability to handle inquiries and issues efficiently.	E
	• Ability to work independently and as part of a team.	E
	• Flexibility to adapt to changing library needs and environments.	E
Personal qualities	• A passion for books, reading, and promoting literacy.	D
	• Customer-focused with a friendly and approachable demeanor.	E
	• Patience and the ability to interact with a diverse range of users.	E
	• Strong work ethic and a commitment to providing high-quality service.	E
	• Eagerness to learn and stay updated on library trends and technologies.	E
	• Resilience and the ability to remain calm under pressure.	E
	• Initiative and a proactive approach to improving library services.	E
Other	• Committed to equality and diversity.	E
	• Commitment to own continuous personal and professional development.	E
	• Committed to our Health and Safety policies and procedures.	E
	• Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	• Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated March 2026.