

LIBRARY ASSISTANT JOB DESCRIPTION

Line of responsibility

The Library Assistant will be directly responsible to the Librarian.

Job purpose

The assistant librarian is responsible for:

- Working with the librarian to develop and maintain an effective library provision, which is regularly reviewed to ensure that the school's needs are met.
- Liaising, as directed by the librarian, with departmental heads and other staff to ensure a close match between the school's curriculum and the resources available to support class and independent study.
- Assisting in the effective organisation and management of the school library.
- Assisting in the organisation and management of special events to motivate and encourage reading and research.
- Assisting in maintaining and updating of information held on the school's information system/s including archive files and historical data.
- Deputising for the librarian as required.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Job specification

Operational

The post holder shall:

- Establish and maintain good relationships with all students, parents/carers, visitors, colleagues, professionals and suppliers.
- Assist the librarian in the organisation and monitoring of the workloads of other library staff to meet departmental needs.
- Understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions.
- Report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Assist in the organisation and management of the library, setting up, updating a comprehensive catalogue, re-shelving books and manning the enquiry desk.
- Liaise, as directed by the librarian, with relevant staff to ensure that the library provision reflects the current curriculum and other needs of the school.

- Assist in maintaining the library as an inviting and orderly resource for students and staff, ensuring a positive working atmosphere at all times and that it complies with health and safety requirements.
- Ensure that good order and the safety of students using the provision are maintained.
- Assist in ensuring that the library is a major focus in the school's drive to improve standards of literacy.
- Assist in ensuring that the library is both accessible and attractive to different groups of students, that is, ethnic groups, boys and girls, students with special educational needs, high attaining students, and EAL students.
- Provide advice, instructions and/or assist teachers and students in the use of the library.
- Assist in providing training for staff and students relating to the use of the library and create instruction manuals as required.
- Assist in the management and supervision of student access, loans and returns of all learning resources.
- Assist in the purchase, maintenance and renewal of all forms of learning resource, including books, ICT, AV (including DVDs and multi-media) and other non-book resources.
- Assist in ensuring the classification, cataloguing, retrieval and repair of all learning resources as necessary.
- Assist in the promotion and development of the use of ICT facilities to support students' learning within the library.
- Contribute to learning programmes across the curriculum to develop research and independent learning skills.
- Provide guidance to library users on the appropriate use of the internet and useful websites.
- Assist in the induction programme for students relating to the library and to encourage reading.
- Assist in training, developing and supervising a team of student library assistants.
- Promote reading for pleasure through book displays, assemblies, book events and author visits including activities for events.
- Liaise, as directed by the librarian, with external agencies and establishments to ensure that maximum use is made of appropriate materials and information provided, for example, museums, charities, advisory services, careers and further/higher education opportunities.
- Contribute to the review, evaluation and development of the school's library and make recommendations to the librarian.
- Assist in ensuring that data is safely transferred when information system/s are introduced and/or changed.

- Report technical faults relating to the school information system/s and equipment to the senior ICT technician in accordance with school reporting procedures, and shall track progress of resolutions.
- Assist in the putting up and maintenance of appropriate displays within the school.

Administrative

The post holder shall:

- Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- Collate information, statistics and prepare reports as required by the librarian, headteacher and the governing board.
- Maintain both manual and computerised record and filing systems as required.
- Process, input, extract and analyse information from the school's information system/s as required.
- Assist in ensuring compliance with data protection regulations.
- S/he shall ensure that financial procedures and activities are carried out as required within the department.
- Assist in stock-takes of all resources and equipment and ensure that inventories are kept up-to-date.

General

The post holder shall:

- Attend as required parents' evenings, open days, school events and meetings.
- Assist in escorting students on educational visits and participating in extra-curricular activities as required.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Keep abreast of developments and changes in her/his field and communicate to staff as appropriate.