**LIBRARY ASSISTANT**

**JOB DESCRIPTION**

**Hours of work:** 10.75 hours a week, term time only, working hours are Monday – Friday 3.15pm – 5.00pm and Thursday – Friday 12.40pm – 1.40pm

**Salary:** Scale H2 rising to H3

**Reports to:** Librarian

**Purpose of post:**

This is a key role in enhancing the service provided to students and staff and will contribute to the effective management of the Library and the study periods which take place in the Library, well as to the general work of students.

**Main duties and responsibilities:**

1. To take responsibility for the smooth running of the Library when required.
2. Assist with the use of the Library software system and support its use by students. To include liaising with the library management system software supplier for support and development.
3. To assist with the set up and management of school eBook library.
4. To promote and advise students and staff on the use of IT, the internet, MS Office software, Google Suite and Bromcom.
5. To supervise students during lessons, break times, lunch times, silent study periods and after school. To supervise the Library and support Students during year 7 library lessons.
6. To deputise for the Librarian during breaks.
7. To assist with the development of Libresoft, our Library software system to enhance data and information retrieval.
8. To actively engage with the students to support their learning, and be available to support reading and any reasonable study requests made.
9. To assist with all day to day tasks and to facilitate the smooth running of the Library both during school hours and after school. Including providing cover for the main Librarian.
10. Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
11. If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
12. To invigilate examinations as required, for which time off in lieu will be given if the work falls outside of normal working hours.
13. On a rota basis and with plenty of notice, to provide administrative support on the exam results days in August, for about 4 hours each day, for which time off in lieu on an INSET day will be given.
14. To carry out his/her responsibilities at all times with due regard to the school’s Equal Opportunities and Health and Safety policies.
15. To carry out duties and responsibilities commensurate with the post necessary for the smooth running of the school as required by the Headteacher; the Deputy Headteacher, Student Support; or the Librarian.

**PERSON SPECIFICATION**

**Essential:**

The post holder will need to:

* relate positively to students and be helpful and patient;
* have good customer care skills when dealing face to face and over the telephone with students, parents, visitors and staff;
* present the school in a professional, courteous, friendly and business-like manner;
* possess a pleasant personality and a good sense of humour;
* be smart and presentable;
* have excellent IT skills;
* pay attention to detail in all work produced;
* be very well organised, methodical and accurate;
* view constructive criticism as positive input;
* have a strong desire to develop own skills and to support others in developing their skills;
* be flexible in approach and happy to do whatever is required;
* have a positive outlook and a “can do” approach; show initiative and a willingness to work as part of a team;
* be committed to the principles and practice of equal opportunities; and
* be committed to student welfare and safeguarding principles of the school.

**Desirable:**

* have a university degree;
* to have experience of working in an administrative / clerical role;
* current and/or previous experience of successful work in a school or college; andexperience of using SIMS.