**St Aidan’s Church of England High School**

**Library Assistant Job Description**

1. **User Support**
   1. Assist with student enquiries and training
   2. Support staff using the Library as individuals or with classes
   3. Supervise students in the Library
   4. Issue and return books
   5. Assist with book clubs, competitions and awards
2. **Collection Management**
   1. Cover and prepare items for loan
   2. Shelve stock and keep the Library in good order
   3. Assist with cataloguing and classification
   4. Withdraw stock under the direction of the Librarian
   5. Stockchecking
3. **Library Admin.**
   1. Produce overdue messages and administer fines
   2. Produce and update displays
   3. Help promote the Library’s services and events
   4. Help produce user guides and training materials
   5. Assist with book selection
   6. Other duties commensurate with the grade and nature of the post

**Person Specification**

1. **Experience and skills**

* Previous experience in a library or similar customer-facing environment
* A passion for promoting reading and learning.
* Knowledge of Microsoft Office including Word and Excel
* Excellent communication skills: ability to communicate with different groups of people including students, staff and visitors
* Excellent customer service skills and the ability to understand the needs of students and staff
* Excellent organisational and time management skills and the ability to prioritise work
* Ability to work on own initiative as well as part of a wider team

**2 Personal**

* Adaptable, willing and flexible
* Conscientious and dependable
* Calm, organised and methodical
* Enthusiastic and hard working
* Excellent telephone manner
* Tactful and assertive
* Self-motivated and proactive
* A passion for safeguarding young people