



Bristol
Grammar
School

Life changing

Job Description Library Assistant

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

Job Role Specification

Post: Library Assistant (1 year fixed term post)

Line Manager: Senior Librarian

Anticipated start date: 01 September 2018

Outline of Department:

The School Library is open from 8.15am to 6.00pm each school day. The full-time Senior Librarian is supported by three Library Assistants and a team of Student Librarians. The Library is an essential part of learning and teaching at BGS, providing essential support for staff and students throughout the School day and beyond. The Librarians teach research skills and information literacy and encourage students to cultivate a love of reading for pleasure. The Library is welcoming, well-stocked and an excellent place for students to undertake study, research and reading. Comprising over 35,000 books, DVDs, CDs and a variety of printed and online journals and databases, the collection is kept up-to-date and relevant to students' needs. ICT plays an important role: there are two dedicated terminals for catalogue searches, eleven desktop PCs and sixteen wireless laptops.

Duties and Responsibilities

A large part of working in this busy School library involves working with students. Under the overall control of the Senior Librarian, the Library Assistant will:

- Inspire in students a love of reading and nurture their love of learning
- Assist students and staff to make effective use of Library and e-learning resources
- Communicate effective methods of research to students and staff
- Be proactive in helping students during study
- Demonstrate research methods to individuals and groups, with the need to give presentations as required
- Maintain a purposeful working environment within the Library, praising and disciplining in line with School procedures

Specifically, the Library Assistant will work with other members of the Library team to:

- Utilise existing systems for effective Library operation
 - Support and assist with the day-to-day running of the Library, including ongoing stock checking and ordering
 - Prepare data for book orders
 - Order and maintain Library stationery stock
 - Catalogue and process new stock, including magazines and journals and multimedia resources
 - Cover new books and repair or replace damaged ones
 - List and display new stock and inform staff about it
 - Develop and update the Library Intranet site
 - Create material for and deliver the Year 7 Library Activity
 - Create material for and deliver information literacy skills sessions to individuals and groups
 - Work with Finance Department to administer Library invoices and banking
 - Implement the Library overdue items system
 - Use social media to inform and support the school community and to create and maintain links with external agencies
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- Attend training courses as appropriate for the purposes of Continuing Professional Development and for the needs of Library development.
 - Any other task or activity as reasonably requested by management
 - Conforming to the School's Code of Conduct.
 - Adherence to the School's safeguarding procedures

This list is intended as a guide and is not exhaustive. Daily duties vary from time to time as directed by the Senior Librarian. The post holder is expected to be flexible and adaptable. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the Library Assistant will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable
Have a strong student focus; a passion for nurturing students love of learning and reading	L	I E
Be interested in reader development and teenage and young adult literature	L	E
Experience of working in a library or learning resources environment	L	D
Personal experience of engaging with learning resources and an interest in supporting students in research activities	L	E
An interest in and experience of information literacy skills	L I	D
Education to degree level	L	D
Be prepared to maintain control over students in small and large groups to ensure good discipline in the library	L I	E
Be an enthusiastic and knowledgeable user of information technology	L I	E
Have good communication skills	L I	E
Be self-confident, motivated and able to take initiatives	L	E
Be highly organised, with the ability to multi-task and manage your own priorities and workload	L I	E
Possess a sense of humour and an optimistic, resilient style when faced with pressure	I	E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L	E
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people 	L I	E

Working hours and conditions

Working Hours	19 hours per week during term-time only, worked over 2-3 days according to a shift pattern covering the hours of 8.00am to 6.00pm. 36 weeks per year which is made up of term time plus additional days in the holidays.
Salary	The salary will be determined by the BGS Technical and Clerical scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff in to the Pension Trust "Defined Contribution" pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, bgshr@bgs.bristol.sch.uk

The closing date for applications is Monday 18 June 2018, at 9am.

Interviews will be planned for shortly afterwards.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.