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**CONISBOROUGH** COLLEGE

**Conisborough Crescent, London SE6 2SE ● Tel: 020 8461 9600**

**Email: recruitment@cc.lewisham.sch.uk ● Headteacher: Dr S Mundy**

**ASPIRE ● BELIEVE ● SUCCEED**

**Assistant Librarian (Part Time)**

 **(Wed, Thu, Fri) 18 hours per week, 2.5 days per week**

Salary: APT&C Scale 4

**Required as soon as possible**

Closing date for applications is 12 noon-Friday 21st September 2018

Interview date: To be confirmed

Conisborough College is looking to recruit a customer-focused Part-time Library Assistant to work during term time as part of a small team in the iconic and busy Library.

You will support the LRC Manager including staffing the circulation desk and checking in and shelving items requested by readers for material held in the library.

You will have excellent communication skills and the ability to work effectively in a team. While the work is physical it also requires a good eye for detail and accuracy as well as the ability to work under pressure in a busy working environment.

You will also be reliable with good interpersonal skills. Previous experience of library work is desirable, as is familiarity with library databases, although full training will be provided as necessary.

*The successful applicant will have a proven track record of success and display ambition for all members of the school community.*

*Application packs are available on request from:*

***recruitment@cc.lewisham.sch.uk***

*or from our college website:*

***www.conisboroughcollege.co.uk***

*Documents can also be downloaded from the advertising site.*

*All application forms should be
returned to the College (details in application pack). CV’s are not an acceptable alternative.*

*Conisborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure. Conisborough College is an equal opportunities employer.*