

JOB DESCRIPTION

Brentside High School

Job Title: Library Assistant

Responsible to: The Librarian

Aims of the Post:

The school library assistant will be responsible for the supporting the librarian in the development, management and promotion of the Library/Learning Resource Centre.

Duties and responsibilities:

- Operate the library management software (particularly loans and returns) and the security system
- Supervise students in the library
- Maintain the library space through shelving book returns and carrying out general housekeeping tasks
- Support the librarian in maintaining student and staff records in library management system
- Assist with students' enquiries
- Assist the librarian in resourcing books and materials to compliment teaching and learning in the classroom
- Support with the running of Accelerated Reader, an online learning programme
- Assist with a rolling programme of library inductions for both staff and students
- Assist in display work to promote reading and curriculum related events and activities
- Carry out photocopying and printing
- Promote library materials to staff and students through outreach initiatives
- Undertake health and safety duties and responsibilities appropriate to the post
- Commit to the school's Equal Opportunities Policy

PERSON SPECIFICATION

Brentside High School

Job Title: Library Assistant

The person appointed will have the skills required to support the librarian in the efficient management of the Library/Learning Resource Centre and help to make Library visits enjoyable for students and staff.

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• Good customer service skills	<ul style="list-style-type: none">• GCSE grade C or level 2 equivalent in English and mathematics• Experience of working with young people• Experience of working in a education setting• Experience of using an automated library system
Knowledge	<ul style="list-style-type: none">• Some knowledge of library workings	<ul style="list-style-type: none">• Knowledge of maintaining stock• Knowledge of constructing promotional displays
Skills	<ul style="list-style-type: none">• Well-developed interpersonal and communication skills• Ability to work effectively as part of a team• Ability to work independently• Ability to supervise young people• Ability to work effectively with young people both individually and in small groups• Good organisation skills• Confidence	<ul style="list-style-type: none">• Ability to select resources to meet curricular and leisure needs of staff and students• Competent in using IT
Other	<ul style="list-style-type: none">• An interest in students' learning	<ul style="list-style-type: none">• An interest in school curriculum development