



Assistant Librarian (Maternity Cover)

JOB DESCRIPTION

Summary of the role:

Colston's school has two busy libraries, one in the Upper School (ages 11-18) and one in the Lower School (ages 7-11). The Senior Librarian has overall responsibility for the libraries on both sites, assisted by the Assistant Librarian. The essential task of the Assistant Librarian is to assist the Acting Senior Librarian with the day-to-day running of the Libraries and their resources on both sites, in order to provide an efficient and effective service and provision for students and staff alike and further develop the libraries into thriving centres of learning at the heart of each school.

The Assistant Librarian will assist with:

- day-to-day running of the Library.
- Execution of the Library Development Plan.
- Promotion of a love of reading through the Reading Challenge, Carnegie group and other opportunities.
- Liaison with students and staff, ensuring that the library effectively meets the needs of the curriculum
- Contributing to the development and promotion of relevant ICT applications in the Library to support learning and research skills.

Hours: Monday to Friday 12.00 - 17:30 (with 30 minutes unpaid lunch break). This is in conjunction with the Acting Senior Librarian, to ensure staffing for both Libraries throughout the day, so some flexibility will be required.

Qualifications:

Applicants should have education to degree level and post-qualification experience in a library is desirable.

Accountability:

The post holder reports to the Acting Senior Librarian and will work closely with staff, helping to ensure that the library effectively supports the needs of the curriculum.

Main Duties and Responsibilities:

The Assistant Librarian will assist with:

- Ensure that the Upper School Library is well presented and in a good state of repair; regularly creating and updating visually interesting displays, posters and emails to the School Community.

- The circulation of stock, including the issue, renewal and return of library items, and overdues if appropriate.
- The programme of stock-taking and stock replacement.
- The processing of new acquisitions.
- The execution of the Library Development Plan.
- Liaising with academic staff to ensure that Library stock is up to date and relevant to the curriculum.
- The delivery of Library Induction programmes to students.
- The running of the Reading Challenge, Carnegie Shadowing, BookBuzz and other reading promotions/programmes.
- The running of author visits.
- The Reading Mentors programmes as required.
- Preparations for Open Days, with a high standard of display and information materials.
- Behaviour management of students in the Libraries.

The Assistant Librarian will:

- Be familiar with all Staff Policies, in particular Health and Safety and Child Protection, maintaining a safe and secure environment.
- Ensure that the law of copyright is observed and appropriate licences are in place.
- Share the responsibility for the security of Library contents and facilities, including opening up and shutting down on a daily basis.
- Oversee after-school signing-in forms and filing when on duty.
- Oversee Sixth Form use of the Quiet Room for private study when on duty, reporting any infringements of rules by pupils to relevant House staff.

This job description is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the School.

Colston's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.