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**Graduate Trainee Library Assistant**

**1 or 2 year fixed term contract**

**An exciting opportunity has arisen for a Graduate Trainee Library Assistant to join our Research and Development Team**

Bolingbroke Academy, a secondary school for 11-18 year olds, welcomed its first Year 7 pupils in September 2012, with another 120 pupils joining every year until the school is fully subscribed in 2018. Bolingbroke Academy provides a first class learning environment based on outstanding teaching, great relationships and excellent facilities. Our staff are pivotal to our success and as part of the Bolingbroke and wider Ark schools team, you will have the opportunity to work with great colleagues and develop your career through our professional development programme.

This is an exciting opportunity to work in our growing Academy and to play an important part in its development. We are looking for a talented individual to assist the Research and Development Leader in promoting and developing the school library in order to provide an efficient service to pupils and staff. You will also be involved in the reading group programme and in the administration of Accelerated Reader. As a training post, the role gives an overview of library work. It is intended to provide a foundation for further postgraduate study at a school of librarianship/information management.

**The ideal candidate will:**

* be qualified to degree level;
* be keen to learn and develop their skills;
* have strong ICT skills;
* be committed to Bolingbroke Academy’s ethos of high expectations.

**The successful candidate will have the opportunity to:**

* develop a strong foundation for further postgraduate study;
* join a network of Ark schools and gain access to an exclusive range of benefits including reduced gym membership and a comprehensive CPD provision.

Please apply at <https://goo.gl/doS9rq>, and submit your application no later than **11am** on **Wednesday 12th July 2017.**

For further information please contact the recruitment team on recruitment@arkonline.org or 0203 116 6345.

**Deadline: 11am on Wednesday 12th July 2017**

**Location:** Wandsworth, London

**Start date:** September 2017

**Salary:** Ark Support Staff Pay Scale, Band 4, Points 11 -18: £18,846 - £21,544 per annum, pro rata. Actual salary: £18,393 - £21,026 per annum

**Hours:** 40 hours per week, term time only plus one week

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Graduate Trainee Library Assistant**

**Post Title:** Graduate Trainee Library Assistant

**Department:** Research & Development

**Responsible to:** Research and Development Leader

**Hours:** 40 hours per week, term time only plus one week

**Contract:** Either 1 or 2 year fixed term

The post is ideally suited to graduates (and those expecting to graduate in 2017) intending to apply for admission to a postgraduate course in Library and Information Management.

Bolingbroke Academy uses the SCONUL Code of Practice for Graduate Trainee Library Assistants.

**Job Purpose**

To assist the Research and Development Leader in promoting and developing the school library in order to provide an efficient service to pupils and staff. The post holder will be involved in the reading group programme and in the administration of Accelerated Reader. As a training post, the role gives an overview of library work. It is intended to provide a foundation for further postgraduate study at a school of librarianship/information management.

**The Library**

The Graduate Trainee Library Assistant will gain experience in running the Academy’s library and will assist with the setup of the new Sixth Form collection which is currently in development to coincide with the introduction of the Academy’s first Key Stage 5 cohort in September. The library as a whole aims to promote reading for pleasure, support independent learning across the Academy and provide resources and access to information to support teaching.

**Main Functions**

* Supporting the Research & Development Leader with the administration of the Accelerated Reader programme;
* Supporting the Assistant Principal with responsibility for teaching and learningwith the administration of the reading programme;
* Managing the issuing and returning of the library’s stock;
* Shelving stock and keeping the library in good order;
* Withdrawing stock under the direction of the Research and Development Leader;
* Providing support for cataloguing of new material to the library collection and processing new material so that it is ready for shelving;
* Managing the library management system and supporting its use by pupils;
* Running the overdue system;
* Helping library users find material to meet their needs;
* Assisting library users to become proficient in using online resources;
* Encouraging pupils and staff in using the library through supporting a range of library based activities;
* Supporting the Research & Development Leader with the supervision of students using the library;
* Promoting reading for pleasure by familiarising themselves with the collection and recommending books to students/staff;
* Selecting and suggesting new resources in collaboration with the Research and Development Leader;
* Helping plan library tasks/lessons;
* Creating displays to show student work, and promote reading and the library;
* Promoting and safeguarding the welfare of children and young persons for whom they are responsible and with whom they come into contact with;
* Any other duties commensurate with the grade and nature of the post.

As this is a training position the post holder will have the opportunity to take part in visits to other Ark school libraries as well as libraries in different sectors. Although most of these visits take place in work hours, the successful candidate is expected to contribute to their own professional development outside of work hours.

**Academy Culture**

* To help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
* To demonstrate a commitment to equality of opportunity for all members of the Academy’s community.
* To meet the expectations of all Bolingbroke staff as laid out in the Staff Expectations Policy.
* To uphold the Academy’s polices with consistency and diligence.

**Person Specification: Graduate Trainee Library Assistant**

**Qualification Criteria**

* Qualified to degree level.
* Right to work in UK.

**Experience**

* Experience of working in a library or school environment is advantageous but not essential.
* Experience of working with young people is advantageous but not essential.

**Personal Characteristics**

* Helpful and positive nature.
* Able to communicate and relate well with children, parents and members of the community.
* Keen to learn and develop own skills.
* Reflective with the ability to review own performance.
* Driven: keen to take initiative and continually looking for ways to improve systems and procedures.
* Flexible attitude with the ability to adapt quickly to new demands.
* Committed to the values and ethos of the academy.

**Specific skills**

* Strong competency in the use of ICT with the ability to use ICT to support the delivery of learning and management of the library.
* Excellent communication skills, both written and oral.
* Excellent administrative and organisational skills.
* Able to manage and disseminate information in a range of different media.
* Extremely organised and able to deliver on time and to agreed quality standards.
* Capable of developing and using a range of resources to support the delivery of learning.
* Able to work well as both part of a team and independently.
* Understands the importance of confidentiality and discretion.

**Other**

* Committed to equality of opportunity and the safeguarding and welfare of all pupils
* Willing to undertake training
* This post is subject to an enhanced Disclosure and Barring Service check.