**The King Alfred School**

**Library Assistant**

Reporting to the School Librarian, the Library Assistant will work within the Upper School Library at the King Alfred School. The purpose of this role will be to assist in promoting and developing the school library in order to provide an efficient service to students and staff.

**Job Description**

The key responsibilities of this role include the following:

* Providing and maintaining a comfortable, calm and supportive environment
* Managing circulation of the library’s stock (issues and returns) using the Library Management System
* Processing, shelving and maintaining resources; keeping the library tidy and in good order; identifying items for withdrawal, and processing withdrawal of stock under the direction of the School Librarian
* Assisting library users in finding material to meet their needs; supporting and advising on the use of the Library Catalogue and Online Resources
* Maintaining familiarity with the fiction collection; discussing books with students and suggesting further reading; supporting a range of library based reading activities
* Planning and creating displays to promote the library collection and events, and to encourage reading for pleasure
* Supervising the library in the School Librarian’s absence
* Contributing to the school’s programme of extra-curricular activities and whole school events
* Engaging actively in the appraisal process
* Other duties reasonable to assist in the smooth operation of the library

**Personal Specification**

In order to fill this role effectively, the ideal candidate will have the following skills and experiences.

**Essential:**

* Flexibility, enthusiasm and willingness to undertake a variety of tasks
* Ability to work alone and as part of a small team
* Excellent ICT skills
* Strong organisational skills
* Ability to deal confidently with a wide range of queries
* Ability to communicate well with all members of the school and wider communities
* Enjoy working with young people
* Keen to promote a culture of mutual respect within the school
* Have an interest in young adult and children’s literature
* Support and contribute to the school’s responsibility for safeguarding students

**Desirable:**

* Previous experience working as a Library Assistant or similar role
* Previous experience of working in a school or other academic environment

**Main terms of employment**

* This is a permanent, part time (0.6, 3 days per week) position during the term time only.
* Salary: £10,968.12 to £12,400.46 depending on the successful candidate’s qualifications and experience (the full time equivalent salary would be from £22,216 to £25,130)
* Holiday entitlement:4 weeks of paid annual leave, to be taken during the term holidays, in addition to bank holidays
* Normal hours of work: the post holder will be required to work a full day (8.30am to 4.30am) on Friday’s. The remaining two days of work will be negotiated with the successful candidate.
* Authorised overtime may be paid at the basic hourly rate.
* Whilst not a contractual commitment, it is the school’s custom to provide all staff with free lunch during the school term.

**IMPORTANT NOTE**

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children. In order to comply with regulations for employment in schools the successful applicant will be asked to consent to disclosure by the Disclosure and Barring Service of any criminal record and inclusion in the Barred List (people who are not permitted to work in a school).

The position is exempt from the Rehabilitation of Offenders Act 1974, but a criminal record is not necessarily a bar to employment at KAS. Applicants can discuss any concerns they may have with the HR Officer, Natalie Williamson on 020 8457 5228.