

Name:		Date Drafted:	SUMMER 2020
		Date Reviewed:	
JOB DESCRIPTION			
<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at The Northworthy Trust. It is not intended to be a comprehensive listing of every task that an employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>			
MANAGEMENT DETAILS			
Job Title:		SCHOOL LIBRARY ASSISTANT	
Salary:		SCALE 2, 11-13	
Hours / Weeks:		37/39	
Reporting to:		GOVERNING BODY VIA THE HEADTEACHER	
Line Manager:		LIBRARY AND INFORMATION CENTRE MANAGER	
Directly Supervised Posts:		NONE	
Indirectly Supervised Posts:		NONE	
Line Manager Signature:			
Employee Signature and Date:			
DUTIES OF ALL EMPLOYEES			
<ol style="list-style-type: none"> 1. Commit to safeguarding and promoting the welfare of children. 2. Be subject to DBS checks as required by the School. 3. To understand and comply with the school's Equal Opportunities Policy. 4. To participate in the Performance Management Programme. 5. To follow the school's policy with regards to Data Protection and Freedom of Information. 6. To maintain confidentiality of school business. 7. To comply with the requirements of Health and Safety, other relevant legislation and school documentation. 8. Be aware of, uphold and contribute towards the development of the school's policies and procedures. 9. Take an active part in appraising own work against agreed priorities and targets in accordance with the school's performance and supervision arrangements. 10. To carry out any other duties as commensurate with the salary and Grade of this post 11. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once per two years and may be subject to modification or amendment at any time after consultation with the postholder. 			
DUTIES SPECIFIC TO THIS POST			
<ol style="list-style-type: none"> (a) To assist with the general organisation and day to day running of the school library and information centre. (b) To be present in the school library to provide general help and guidance to students and staff using the library. (c) To assist with maintaining an appropriate environment for learning and reading, including managing student behaviour, in the library. (d) To ensure that all routines related to the issue and discharge of loans and shelving of resources are followed properly and correctly. (e) To provide administrative and practical/ technical help in processing maintenance and repair of books and other materials. (f) To undertake any other library routines of a non-professional nature as designated by the Information Centre Manager. (g) To assist with any After Hours and Homework Clubs which run in the library and information centre between. (h) To support after school events to promote the school and the Library and Information Centre, as required. (i) To supervise the library in the absence of the Library and Information Centre Manager. (j) To assist with promoting the library and its services within the whole school community. 			

