



Library Assistant Job Description

Pay: Scale 2, point 3

Pay: £20,715 per annum (Please note we are awaiting revised pay scales post local government pay rise agreement)

Hours: 36 hours per week, term-time only

Line Manager: Librarian

Purpose: To carry out duties within the school libraries which supports learning and achievement.

Duties and Responsibilities:

- To support the efficient and effective operation of the Library, working in close liaison with the other members of the team, under the direction of the Librarian.
- To welcome students and staff to the library and offer an efficient and friendly service that enables all library users to gain maximum benefit from all the resources the library has to offer.
- Issuing and returning the library's stock, including renewals, reservations and overdue books.
- Shelving and keeping the library tidy and well presented.
- Adding and withdrawing stock under the direction of the Librarian.
- Processing and monitoring of all library stock including repairs, processing of new stock and withdrawing out of date stock.
- Creating and keeping book lists updated.
- To encourage and enable all library users to develop their love of reading, to share knowledge of authors and make recommendations.
- To contribute towards all library events, including World Book Day, National Poetry Day and Harry Potter Book Night.
- To assist with creative and imaginative displays of books, posters and other materials, to encourage reading, book borrowing and investigation.
- To guide students to relevant resources and encourage their use of the library.
- To support the Librarian and teachers with the delivery of activities during library lessons.
- To enforce and model positive behaviour and to create a welcoming and stimulating learning environment for all students.
- To raise the profile of the library to promote and support teaching and learning.
- To assist with the supervision and training of a team of student library helpers.
- To create and curate online resources for library Google Classrooms.
- To support students reading using ePlatform.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- To undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this job

Generic Responsibilities

- To perform other duties, including covering the essential work of absent administrative colleagues, commensurate with the grading of the post, as directed by the Line Manager.
- Be flexible in working according to the needs of the school. This may include assisting in other areas and occasional other events with appropriate overtime pay.
- To undertake training to be a fire marshall.
- Carry out responsibilities with due regard to the School's policy, organisation and arrangements for Health & Safety at work and current Health & Safety legislation.
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment.

- Undertaking the necessary training required in order to keep up to date with developments as identified through Plashet Appraisal System.
- Perform other such duties of a similar nature as from time to time may be required by the Head Teacher. Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
- To liaise with staff, students, visitors and external agencies in a professional manner.
- To evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development.
- To maintain a professional portfolio of evidence to support the Appraisal process.
- To be committed to safeguarding and promoting the welfare of children and young people and follow the child protection and safeguarding policy.
- Support the aims and ethos of the school.
- Promote and model good relationships with students, colleagues, parents/carers and visitors.
- Set a good example in terms of dress, punctuality and attendance.

Additional duties and tasks will be negotiated and agreed at the time of appointment and/or appraisal review at the direction of the Headteacher.

This Job Description is current at the date shown but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary and job title. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Equality, Diversity & Inclusion

We are committed to, and champion, equality and diversity in all aspects of employment with the school and the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. The post-holder will be expected to carry out all duties in the context of, and in compliance with, all the School's policies and procedures and in compliance with the London Borough of Newham's Equal Opportunities Policies, Plashet EDI Policy and Staff Code of Conduct.