



SHREWSBURY HOUSE SCHOOL TRUST

JOB DESCRIPTION for the post of Library Support

at

Shrewsbury House School

Shrewsbury House School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title: Library Support

Primary Purpose: Maintaining and promoting the School Library. Promoting enjoyment of, and excitement about, reading to all children.

Reporting to: Head of English
Deputy Head, Academic

Working with: Head of English and members of English Department, other Heads of Department (as needed), Deputy Heads, Pastoral and Academic, Learning Enrichment Coordinator and Designated Safeguarding Lead (when relevant and appropriate)

Responsibilities:

- Promote the effective and efficient use of the library and library resources;
- Work closely with the English Department to encourage and cultivate a love of reading in children;
- Develop and promote the role of the library within the school;
- Support use of school reading scheme as needed, including the use of Accelerated Reader and associated initiatives;
- Audit, maintain and withdraw library stock as necessary;
- Organise, order, catalogue and classify library resources;
- Supervise the library during morning breaks and at lunch time;
- Supervise and (where required) train Prefects and Year 8 boys on duty;
- Make the library attractive and accessible to all pupils and staff, including displays, guiding and publicity materials;
- Maintain and organise the stock of Plus Prizes;
- Support with arrangements for prize giving where books are awarded;
- Organise events to promote the annual World Book Day, including author visits;
- Assist with a regular submission for the school newsletter to promote reading and the library.

School Trust

- Support the aims and core values of the Trust and adhere to all policies and procedures;
- To attend regularly and contribute to all necessary assemblies, staff meetings, etc. and to attend parents' social evenings and major school events when required;
- To develop and maintain professional, productive relationships with all staff members;

- To be aware of equal opportunities and to demonstrate these principles in all aspects of work;
- To understand the Trust's health and safety policy and to work within its guidelines;
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties;
- Any other reasonable project or duty assigned by your Line Manager and/or the Executive Head

Whilst every effort has been made to explain the main duties and responsibilities of the post, employees will be expected to comply with any reasonable request from the Executive Head to undertake work of a similar level that is not specified in this job description.

Signed: _____
Employee

Date: _____

Person Specification

Essential:

- Proven experience as an **office administrator**, office assistant or relevant role; school experience preferred but not essential
- Excellent communication and interpersonal abilities
- Outstanding verbal and written communication skills
- Excellent organisational skills
- Proficient to advanced skills in a variety of computer software applications including Microsoft Office Suite (Word, Excel and PowerPoint)
- Strong time management skills, with the ability to prioritise and be agile
- Excellent customer service and listening skills

Desirable:

- Previous experience in a similar administrator role, ideally within a School
- Strong written and verbal communication skills
- Close attention to detail and accuracy
- Able to work under pressure and multi-task
- Self-motivated and able to work with minimum supervision
- Able to work as part of a team
- Pride and passion in their work
- Tenacity and determination to keep on top of evolving situations
- Ability to work in a confidential and professional manner
- Good understanding of Safeguarding- training will be provided
- Good working knowledge of GDPR
- Familiarity with *Accelerated Reader* and/or other computer-based programmes that schools may use to monitor reading practice and progress