

The Swan School Job Description - Library Assistant

Job Title	Library Assistant
Grade & Salary Range	Grade 4 (£21,189 - £21,575 FTE) (annual pro-rata salary is £8679-8837)
Location	The Swan School
Hours	Part Time - 18.5 hours per week (negotiable), Term Time Only
Contract Type	Permanent
Reporting To	Librarian
Additional Information	N/A

Job Description

Responsibilities and Duties

To assist in providing the day-to-day activities of the library to enable pupils to access services to support learning.

Key Duties:

- Support pupils and staff using library resources;
- Support and assist with library technology including ICT and photocopiers;
- Oversee the use of books and other library resources, using agreed systems for recording use;
- Update and maintain data and other information as directed;
- Assist with promotions, displays and other activities in the library;
- Provide support to staff in supervising small groups of pupils in the library;
- Supervision of students using the library environment and maintaining standards of behaviour in the absence of the teacher.

Individuals in this role may also:

- Order and maintain stock as directed;
- Provide administrative support, for example photocopying and filing;
- Collect and record money e.g. for lost books, photocopying etc.

Other Responsibilities

- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other staff;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- To ensure that all Health & Safety standards are met and Risk assessments are in place for all relevant activities and individual students;
- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Follow the school/trust's Health and Safety rules and procedures and adhere to safeguarding principles.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Swan School and River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Person Specification: Library Assistant

Knowledge and Experience

Professional skills (all essential)

Personal Qualities (all essential)

Specification	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> ● Educated to GCSE A-C level standard (or equivalent qualifications) which sufficiently demonstrate good literacy/numeracy skills ● Commitment to training and continuing professional development ● Ability to identify own training & development needs & cooperate with a means to address these 	<ul style="list-style-type: none"> ● Further or higher education ● Working at or towards national occupational standards (NOS) in Information and Library Services, Archives Services and Records Management
Relevant Experience	<ul style="list-style-type: none"> ● Previous experience of working with young people and / or in an educational setting ● Familiarity with ICT 	<ul style="list-style-type: none"> ● Experience of working in a library in a school environment ● Knowledge of children's literature and young people's reading habits ● Previous experience of working with books eg in a Library or bookshop ● Experience in 'customer-facing' work
Relevant Skills/Aptitudes	<ul style="list-style-type: none"> ● Fluent spoken and written English language ● Excellent communication skills, both spoken and written ● Aptitude for using RLT IT systems and Library software ● Strong interpersonal skills such as: kindness, patience, empathy, consistency ● A love of books and reading and a willingness to inspire this in others ● Ability to work flexibly in both following school routines and managing own unmetabled tasks ● Understand school roles and responsibilities and your own position within these ● Detailed and accurate working ● Strong organisational skills 	
Aptitudes	<ul style="list-style-type: none"> ● Strong motivation to work with young people and increase their educational attainment ● Ability to relate well to children and adults ● Ability to work independently with confidence 	

	<ul style="list-style-type: none"> ● Ability to work as part of a team with the Librarian and with the English Department ● A willingness to promote and contribute to the reading culture of the school ● A commitment to motivating all young people to read ● A commitment to equal opportunities ● Flexible and able to respond to change ● An ability to work under pressure, manage time and meet deadlines ● Developing excellent and constructive relationships with students, staff and visitors ● A commitment to child protection in its broadest sense to empower learners and prevent harm 	
Special Requirements	<ul style="list-style-type: none"> ● A positive attitude to all aspects of Equal Opportunities ● Able to project a positive image for the school 	<ul style="list-style-type: none"> ● Understanding of Child Protection and Safeguarding issues