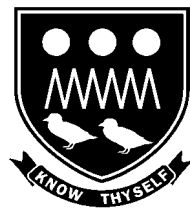


Harlington Upper School



Library Assistant

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

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records

HARLINGTON UPPER SCHOOL



JOB DESCRIPTION

Title:	Library Assistant
Responsible to:	Assistant Head Teacher
Responsible for:	Management, development and promotion of the library to students, staff and parents. Ensure that all students and staff have ready access to as broad and relevant range of reading matter, reference materials and research tools as possible, in order to support teaching and learning throughout the school, facilitate independent learning and encourage reading for pleasure.
Job Purpose:	Manage the smooth and efficient operation of the School Library Manage the acquisition and control of library materials and the development of the library as a learning resource centre To ensure that staff and students are aware of the services available To promote a positive learning environment within the Library
Hours:	37 per week term time only (plus 5 training days) - Must be able to start at 8am
Salary:	NJC Level 4A point 21 -24 (£20,541 - £22,401 – pro rata) Actual Salary - £17,807 - £19,419)

Main duties and responsibilities:

1. Manage the day to day organisation of the Library, including routine duties such as shelving of books, issue and return systems. To help with training as necessary for staff and helpers involved in running the library.
2. Manage the selection and purchase of library resources in all appropriate formats, in consultation with the various Heads of Department and teaching staff, utilising an appropriate range of suppliers.
3. Undertake preparation, maintenance and organisation of library materials and ensure that book stocks are carefully monitored.
4. Provide information for teaching staff on matters pertaining to library support for the school curriculum.

5. Promote the use of the library to the school community and foster an attractive atmosphere and environment which is conducive to a positive learning experience for users.
6. Supervise and oversee students studying in the library, general discipline and induction into the use of the libraries facilities.
7. Support students to make effective use of resources available and support pupils independently studying in the library, including after school times.
8. Promote a love of learning and reading, e.g. host book fairs, competitions, book talks and displays.
9. Assist in preparation of the library for meetings etc.
10. Ensure the library presents an attractive and vibrant image to visitors.
11. Manage and monitor the effective usage of ICT resources in the library.
12. Manage and update the Careers corner in the library.
13. Provide appropriate admin support for Assistant Head Teacher and undertake general clerical duties including word processing.
14. To invigilate exams.
15. Undertake in-service training and other training as appropriate to ensure continuous professional development and remain up to date with new approaches, facilities and technologies relevant to learning resources.
16. Undertake such other duties of a similar level and responsibility as may be required from time to time.

Library Assistant: Person Specification

Education/Qualifications	
Essential	Desirable
Educated to GCSE level with English and Maths at Grades A*-C or equivalent	Level 3/ level 4 qualification in libraries or complimentary subjects
Experience	
Effective IT skills including MS Office packages: Word, Excel and Publisher	<p>Previous experience of Library work</p> <p>Experience of working in a school environment</p> <p>Experience of working with children</p> <p>Familiarity with Library management software</p> <p>Knowledge of literature for young people</p> <p>Awareness of the secondary curriculum</p>
Skills/Knowledge/Aptitude	
<p>Good communication and interpersonal skills</p> <p>Good organisational skills</p> <p>Ability to work independently and to use initiative when required</p> <p>Ability to work as part of a team</p> <p>Ability to cope with conflicting demands, deadlines and interruptions and able to manage own workload</p> <p>Ability to maintain confidentiality at all times</p>	<p>Ability to be innovative and creative</p> <p>Energy and enthusiasm</p> <p>Passion for reading and promoting literacy</p> <p>Attention to detail</p>
Motivation	
<p>Willingness to be flexible</p> <p>Willingness to undertake further training as appropriate</p>	