



Job Description for role of

Library Assistant

Bold & Loyal
1882...

Role description: Library Assistant

Reporting to: Senior Librarian

Purpose:

To maintain a creative and purposeful working environment that supports pupil study and encourages a love of reading.

Main Responsibilities

- Maintain the physical and e-catalogue of library books, magazines, journals and multi-media.
- Monitor overdue and lost books.
- Support pupils to research topics for school learning.
- Promote and display new material, pupil work and resources.
- Carry out and participate in events and clubs to encourage reading e.g. Book Clubs /Literary Festival/National Poetry Day/Competitions etc.
- Keep the library space clean, tidy and welcoming.
- Supervise pupil's using the library and monitor behaviour.

As a member of the Wycliffe Community:

- Play a full part in the life of the school community, to support its objectives and ethos and to encourage its staff and pupils to follow this example
- Promote actively the school's policies and values
- Comply with the College's Health & Safety, Safeguarding and Data Protection policies.

Special notes and conditions:

All members of staff are subject to an enhanced Disclosure & Barring Service in accordance with our child protection requirements.

In accordance with our vetting policy, the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.

Person Specification

	Essential	Desirable
Qualifications	Good standard of general education including English and Maths to GCSE Grade C/5 or equivalent	Librarian/Information service qualifications
Experience		<p>Previous experience of working in a library</p> <p>Previous experience of working in a school environment</p>
Knowledge, skills and abilities	<p>Be a keen reader</p> <p>Confident and self-motivated with the ability to work as part of a team and in an unsupervised environment.</p> <p>Excellent organisation and accuracy skills with good attention to detail</p> <p>Good communication skills at all levels</p> <p>Ability to liaise with stakeholders in a professional, friendly and courteous manner</p> <p>Ability to act confidentially with tact and diplomacy</p> <p>Good knowledge of MS Office applications</p> <p>Flexibility, teamworking, creativity and committed to continuing professional development</p>	<p>Knowledge of children and young teen authors</p>

Terms of Appointment

This is a permanent position offered on a part-time basis, term-time only.

Working hours are 12:45pm to 9pm on Thursdays and Saturdays 8.15am to 5pm.

Some flexibility to attend inset day training.

Salary £5,578 per annum (£19,539 pro-rata) – April review pending.

Other benefits available include:

- contributory pension scheme
- cycle to work scheme
- free meals during school term-time
- free use of gym, sports facilities, and swimming pool at certain times
- training and development opportunities
- free on-site parking
- subsidised coffee-shop

How to apply

Send a completed application form together via E-Teach, TES or via HR@wycliffe.co.uk:

Closing date: 10am Monday 24th April 2023

Safer Recruitment Statement

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