



THE PORTSMOUTH GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title Library Assistant – Maternity Cover (Term Time only, Part Time)

Department: Senior School Library

Line Manager: Head Librarian

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth. The school is an IB World School and offers the IB Diploma alongside A Level.

The School Library makes a central contribution to the vibrancy and success of the academic community at PGS, serving the needs of education and scholarship amongst pupils and staff, and helping to create a culture which promotes research and library usage for all.

This is a maternity cover post from 29 January 2018 for two terms in the first instance, until the end of the academic year and may be extended into the Autumn Term 2018.

The Library Assistant is responsible for supporting the successful day-to-day operation of the Library, which is widely used by the whole school community.

The Library has four diverse and well-resourced learning spaces including the Memorial Library, New Library and Project Room in the former Cambridge Barracks and the new Sixth Form Centre Library in the Sixth Form Centre which incorporates bespoke ICT facilities to complement our recent focus on independent learning supported by tablet technology.

The successful candidate will join the school at an exciting time as the Sixth Form Centre Library is further developed. The Library is staffed by two qualified Librarians, one Library Assistant and an Archivist.

This is an ideal role for a candidate wishing to gain experience of working within a library in a school environment. Although not essential, previous library experience is preferred. This opportunity may also suit a newly qualified entrant to Librarianship. The successful candidate will be enthusiastic about working with young people, keen to share their knowledge and love of reading and literature and able to help pupils develop effective study skills and research techniques.

There will also be opportunities to work collaboratively with the Nursery and Junior School libraries and assist with events to welcome younger pupils into the Senior School libraries.

This is a part-time, term time only position, to include attendance at all INSET days in the school calendar. During term times, the hours of work will be 19.5 per week, Mondays, Thursdays and Friday 9.00am to 4.00pm, with an unpaid 30 minutes for lunch.

The start date will be Monday 29 January 2018.

Key Responsibilities

- To support the efficient and effective operation of the Library, working in close liaison with the other members of the Department, under the direction of the Head Librarian.
- To welcome pupils and staff to the enquiry desk and offer an efficient and friendly service which enables all library users to gain maximum benefit from all the resources the library has to offer. This includes assisting with;
 - The issuing and returning of the library's stock, including renewals and overdues.
 - Shelving and keeping the library tidy and well presented
 - Adding and withdrawing stock under the direction of the Head Librarian
 - Managing and maintaining library supplies
 - Processing new materials
 - Managing periodicals including chasing, processing, SDI and keywording
 - Keeping booklists updated
- To encourage and enable all library users to develop their love of reading, to share knowledge of authors and make recommendations.
- To assist with creative and imaginative displays of books, posters and other materials, to encourage reading and book borrowing.
- To guide pupils to relevant resources and encourage their use of the library.
- To help library users develop their research skills and become proficient in using digital resources.
- To encourage pupils and staff in using the library through supporting a range of library based activities, including pupils from the Nursery and Junior Schools.
- To encourage quiet study and support the Head Librarian with the supervision of pupils using the library.
- Under the guidance of the Head Librarian, to support events associated with the marketing and promotion of the school including but not exclusively Open Morning and Open Afternoons.

- To attend all safeguarding training as required by the school.
- Any other duties commensurate with the level of the post.

Person Specification

- Commitment to providing excellent customer service
- Good communication and organisational skills
- Confident IT skills including Microsoft Word and Excel
- Experience of working with databases and digital resources
- Excellent knowledge of a wide range of literature for children and young people
- Ability to develop a positive relationship with all library users
- Confident handling of enquiries by telephone, email and in person
- Ability to work as part of a team
- An interest in continuous professional development and a willingness to undertake relevant training, for example in library software packages
- Supportive of the aims and ethos of PGS

Contract of Employment:

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

Benefits:

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

Key financial benefits of employment at PGS include a generous salary structure and leave allowance. A two course lunch is provided to all staff during term time.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme. Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to apply:

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to HR@pgs.org.uk.

An electronic application would be preferable, submitted to HR@pgs.org.uk. All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to the Headmaster, Mr James Priory. Postal applications should be addressed to The Headmaster, The Portsmouth Grammar School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date for receipt of applications is noon 27 November 2017 and early applications are encouraged. Interviews are scheduled to take place w/c 4 December 2017.