



Job Description

Job Title	: Library Assistant (22 hours)
Responsible to	: Director of Learning and Research
Department	: Information and Knowledge Service
Last reviewed	: 26 May 2021

Job Outline and Purpose:

To support the administration and running of the Haileybury Information and Knowledge Service. To provide an excellent service for all library users. To assist with the presentation and general maintenance of the Library, special collections and the archive. To support the resourcing needs of departments, pupils and teachers. The day to day duties and responsibilities of the post of Library Assistant will be managed by the Lead Liaison Librarian.

Principal Duties:

The post participates in the enquiry work and administrative support for the Information and Knowledge Service. The post will contribute to the development of the service in support of the strategic plans of the School's Learning and Research programme.

The post-holder will:

- To staff and supervise the Main Library, the special collections libraries and the Archives
- Answering Archive enquires and undertaking research. Accessioning and cataloguing for the Archive
- Supporting the mounting of exhibitions
- Assisting in the production of resources with the Liaison Librarians for pupils and staff
- Catalogue and upload material for the integrated catalogue and learning platform
- Administering book loans, renewals and reservations
- Participate in shared and routine daily duties including shelving books, tidying the shelves and tables
- Scan printed and other material as part of the Haileybury Information and Knowledge copying service
- Maintain excellent communications with the Information and Knowledge Service team to ensure circulation and dissemination of information

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Experience (desirable)

- Experience of working in a library

Skills (essential)

- Candidate will have excellent ICT skills
- An awareness of children's and young adult literature
- An awareness of the importance of reading literacy
- Good research skills
- Good communication skills both orally and in writing
- To quickly establish positive working relationships and work effectively as part of a team
- Flexible, enthusiastic and a willingness to undertake a variety of roles
- Effective time management and organisational skills
- Pro-active, enthusiastic and ability to show initiative

Qualifications (essential)

- Educated to at least 'A' level standard with good GCSEs in Maths and English

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Data Protection at Haileybury

The College will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the College's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.