



DRAYTON MANOR HIGH SCHOOL

JOB DESCRIPTION

POST TITLE Assistant Librarian

GRADE Scale 3 (Range 5-6)

RESPONSIBLE TO Administration Officer/ Library Manager

JOB PURPOSE Assisting in the provision of an effective administrative and Library service

KEY TASKS

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

- To ensure adequate supervision of students and manage behaviour and standards within the library throughout the school day and ensure that an environment conducive to learning is maintained
- To instruct, guide, assist and support students and staff with the selection of information when undertaking assignments and to advise on the suitability and availability of resources
- To promote the development of reading and literacy skills for information and recreation and to coordinate a whole school environment which encourages reading for pleasure
- To catalogue books and magazines and ensure proper shelving
- To issue and receive books to/from students and staff in accordance with library procedures, using the Library Management System
- To ensure books and other materials are kept in good repair within the School Library
- To assist with preparation of displays and Library Events
- To liaise with teaching staff in order to maintain an awareness of developments in the curriculum
- Word-processing a variety of documents, creating and updating databases using appropriate software
- Inputting/updating student data using school software eg SIMS, Parent Pay, School Comms and Behaviour Watch

- Maintaining and updating various student record systems and files, ensuring confidentiality and security is maintained
- Photocopying and collating a variety of documents as and when required
- Provide student and staff support
- To contribute to the work of the Administration Team as appropriate
- To perform any other duties within the general nature of the post