



JOB DESCRIPTION

LIBRARY ASSISTANT

FOUNDATION LIBRARIES

MAIN PURPOSE OF JOB:

To assist in the Foundation's Libraries as required by the Senior Librarian.

MAIN DUTIES:

General Duties

- To support the Foundation's aims and objectives.
- To take responsibility for own professional development.
- To contribute to the review and development of the different schools' policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and wellbeing of the pupils.
- To promote the general progress and wellbeing of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the schools' Behaviour Policies.
- To comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors, ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- To carry out any other reasonable duties as may be required from time to time within the context of the post.

Specific Duties

1) Working with Pupils

- To foster a lively and enthusiastic atmosphere within the department for pupils in order to promote the use of the Library and the idea of reading for pleasure.
- To provide assistance to all pupils who use the library and to participate in their control and oversight.
- To provide guidance/advice to pupils as well as assistance with computers.
- As appropriate, to support the programmes for the teaching of library skills.
- To be present in one of the libraries as directed by the Senior Librarian each work day, and to provide a service in line with the service level agreement as determined by the Senior Librarians.
- To deal with day to day routines at the issue desk, e.g. issuing and returning of materials, chasing overdue items, and supervision of pupil helpers.

2) Working with Colleagues

- To assist members of the academic staff in library-based lessons.
- To assist with the dissemination of information to teachers in relation to resource awareness for relevant courses/subject areas.

3) Management of Resources

- To assist with the preparation of resources for issue, assisting with the cataloguing of all library items and maintaining the stock in good order.
- To use the Library Management system, providing information as requested by the Senior Librarians from time to time.

- To undertake daily shelving and shelf tidying, withdrawing and replenishing stock as agreed with the Senior Librarians.
- To assist with the processing of new materials in a timely manner.
- To undertake book repairs.
- To assist with other library routines, including the preparing of materials for display, photocopying, laminating, keeping records of magazines, keeping records of overdue items among others.



PERSON SPECIFICATION

LIBRARY ASSISTANT

FOUNDATION LIBRARIES

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Four GCSEs, including Maths and English, grades A-C, or equivalent	Desirable	Application form
European Computer Driving Licence (ECDL)	Desirable	Application form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Proficiency with Microsoft Word, Excel and Outlook software packages	Essential	Application form/ References
Experience of assisting service users in a library, school or other setting.	Desirable	Application form/ References
Demonstrable interest in the provision of library and information services to children and young people	Desirable	Application form/ References/Interview
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Good oral and written communication skills	Essential	Interview/References
Administrative and organisational skills	Essential	Interview/References
Resourcefulness & ability to work on own initiative	Essential	Interview/References
Attention to detail	Essential	Interview/References
Enthusiasm and high level of motivation	Essential	Interview/References
Ability to prioritise	Desirable	Interview/References

Flexibility and ability to cope with frequent interruptions	Essential	Interview/References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview/References
Ability to ensure children are working safely and responsibly, including when using on line facilities	Desirable	Interview/References



TERMS AND CONDITIONS

LIBRARY ASSISTANT

FOUNDATION LIBRARIES

SALARY
The salary is based on point 3, £22,040 per annum. The pro-rata salary equates to £7,375 per annum.
HOURS OF WORK
<p>The hours of work will be 15 hours per week, Monday to Wednesday, term time only (35 weeks per year, paid for 40.6 weeks). The normal hours of attendance will be 9.20am until 2.40pm with an unpaid 20 minute break.</p> <p>Term is defined as any week day in which the teaching staff are present (including INSET days and Entrance Testing Day, as appropriate and by arrangement with the Senior Librarian) up to a maximum of 175 days. If the total of teaching, Inset Days and Entrance Testing Day is less than 175 days, the remaining days are to be worked in the school holidays, on days on which the teaching staff are not present, by arrangement with the Senior Librarian.</p>
HOLIDAY
Paid for 5.6 weeks holiday. All holidays to be taken out of term time at times specified by the Manager.
LINE MANAGEMENT
Senior Librarians
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none">• If you have a lunch break, lunches will be provided free of charge on campus.• Training and development opportunities will be offered.• Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.• Easily accessible campus with strong transport links (including being on a direct bus route) and free parking on site.• Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.• Ride to Work Scheme available.

- Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.
- Life Assurance cover up until the age of 65.
- Warm and friendly community.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.