



ASSISTANT LIBRARIAN

THE POST

We are looking for an exceptional, creative, customer facing Assistant Librarian to work with our School Librarian to provide a first class service to our pupils and staff. The role will involve providing support within the Library on a day-to-day basis, to help inspire in our pupils a love of reading.

Our ideal candidate will have strong organisational and interpersonal skills, the ability to work to deadlines, as well as excellent attention to detail. Experience of working in a library and/or previous involvement in a school would be an advantage, but full training will be given. The position is for 30 hours per week working Monday to Friday, 37 weeks per year (including term time and Inset days).

JOB DESCRIPTION

Key Responsibilities	Activities to be Carried Out
Assisting the Librarian and deputising for her in her absence.	
Contributing to the efficient management of the school library service.	
Library Stock Management To help maintain and develop the library collection, including all books, periodicals, media, and electronic information sources.	Checking reading lists. Finding details of books. Ordering new materials. Renewing subscriptions. Checking in new materials. Processing new materials. Shelving. Shelf tidying. Stocktaking. Disposal of unwanted materials.
Circulation of Library Stock To manage the circulation of library materials to all users.	Issuing books. Returning books. Chasing overdue books. Maintaining borrower records on library management system.
Enquiry Service To help provide specific information to each library user.	Answering enquiries, referring to the Librarian where necessary. Helping users find specific books or materials.
User Education To help facilitate all library users to make the most of the service provided.	Contributing to the production of display material and documentation for users.

<p>Management of Library Environment</p> <p>To provide a pleasant library environment, which is suitable for finding information, studying, and enjoying reading for leisure.</p>	<p>Keeping the library tidy and well ordered.</p> <p>Keeping noise levels low and suitable for study.</p> <p>Shelving.</p> <p>Shelf Checking.</p> <p>Producing signs, guiding and notices to help users find materials.</p> <p>Helping to produce displays.</p>
<p>Maintenance of Careers' Library</p> <p>To support the Head of Careers by maintaining the Careers' Library.</p>	<p>Ordering new materials.</p> <p>Checking in new materials.</p> <p>Processing new materials.</p> <p>Shelving.</p> <p>Shelf tidying.</p> <p>Stocktaking.</p>
<p>Departmental Book Purchasing</p> <p>The purchase of textbooks and other similar items for subject departments, students, and other schools within the Trust.</p>	<p>Finding details of books.</p> <p>Placing orders for books.</p> <p>Checking in new materials.</p> <p>Liaising with subject departments and Accounts about charging of books.</p>
<p>Circulation of Textbooks.</p>	<p>Processing new textbooks.</p> <p>Issuing textbooks.</p> <p>Returning textbooks.</p> <p>Assisting Librarian to liaise with subject departments about purchase, processing and loan of textbooks.</p>
<p>School Archive</p>	<p>Create and maintain systems and procedures for the safekeeping of School records and historically valuable documents and artefacts.</p> <p>Evaluating records and artefacts for preservation and retention.</p> <p>Ensuring collections are stored in a manner appropriate to their preservation and protection.</p> <p>Arranging the acquisition and retrieval of records and artefacts in physical and digital form.</p> <p>Preparing record-keeping systems and procedures for the retention or destruction of records; Understanding and complying with national and School policy on Data Protection, copyright and Freedom of Information.</p> <p>Promoting the use of the Archives within and by the School; Growing the value of the Archives to the School</p> <p>Undertaking relevant professional development.</p>

CHILD WELFARE

Leicester Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with previous employers and DBS.

November 2018