

## Library Assistant

**Scale:** 2

**Hours:** 26 hours and 15 mins per week  
(term time only plus 2 days)

**Working hours:** 8.30am - 2.15pm (Mon - Fri)

**Full time Salary:** £18,562 - £18,933

**Actual Salary:** £11,193 - £11,417

**Closing date:** Wednesday 15th September at n

**Interviews will take place w/c** 20th September

**Start date:** As soon as possible

# Say yes to new adventures.



# Everyone matters and every dream counts.

Welcome to Ryburn Valley High School. We're a thriving 11-18 comprehensive school, in a well-equipped, modern building with a truly stunning setting looking out across the Calderdale hills. As it says in our mission statement, our core purpose is to inspire students with a love of learning, a zest for life and a genuine confidence to excel in a colourful world.

We do that through excellent teaching and learning, and by putting creativity at our heart. Our staff are amazing, in both the incredible range of opportunities they make possible, and in the relationships they build as a foundation. We get results, but we give so much more, shaping a generation with the kindness and character our future needs.

We're rightly proud of our strong exam results, each grade telling the story of a student's effort and dedication, the support of their family and school community, and the encouragement and skill of their teachers. Our teachers are our biggest asset. They bring passion and care, and back that up with highly effective teaching strategies. We cherish our staff to support their wellbeing and enable them to thrive. We never stop learning, and we continue to invest in our teachers' and the school's development both by reflecting deeply on our own practice and by reaching out to leading educational research to keep ahead of our game.

Join the Ryburn family, where everyone is supported and challenged to excel.

**Kath Parker, Head of School**

# When schools collaborate, incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. We never stop learning, so we invest in both our teachers' and schools' development and by reaching out to leading educational research to keep ahead of our game. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together**.

What could we do, together?

**David Lord, Chief Executive Officer**

# Library Assistant

Job Title: Library Assistant

Line Manager: Librarian

Scale: Scale 2

Working hours: 26 hours and 15 mins term-time only plus 2 days

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## **Key Responsibilities:**

- To assist the Librarian in promoting and developing the Library in order to provide an efficient service to all members of the school community.
- Literacy support of students in small groups or one to one

## **Duties & Responsibilities**

- Maintain an up-to date knowledge of the Library management system and support staff and students using the system to search for resources
- Help users to find resources that meet their needs
- Issuing, returning and reservation of stock
- Carry out efficient and accurate shelving of stock and maintain good shelf order
- Process newly catalogued resources ready for shelving and repair material as necessary
- Withdraw stock from the catalogue under the direction of the Librarian and assist with stock checks
- Provide printing support
- Assist with the management of the stationery shop including ordering and managing new stocks, recording sales and dealing with cash
- Assist with the supervision and training of student librarians
- Provide basic IT assistance to students and staff and refer more complex problems to IT staff
- Assist with the creation of displays
- Promote a positive learning environment within the Library and follow guidelines on behaviour
- In the absence of the Librarian maintain the efficient operation of the Library
- Assist with the provision of support for reader development, including Accelerated Reader (or equivalent), author visits, books fairs and other events
- Management of the overdue system, including raising invoices
- Use the computer booking system
- Contribute to the upkeep of a tidy, secure and well-maintained Library
- Undertake staff development and training as appropriate
- Assist with general administration duties as required
- Act as a casual first aid support
- Undertake other duties of a similar level and responsibility as required

## **Student Support**

- Provide one to one or small group literacy support to students
- Provide one to one or small group literacy support to students with special educational needs

## **Additional duties**

- Treat all students fairly, consistently and without prejudice
- Support the ethos, vision, principles and values of the school
- Support the school by upholding the code of conduct, uniform rules etc
- Treat colleagues, students and all members of the community, with respect and consideration
- To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage students to follow this example
- Supervise students on visits, trips and out of school activities as required

- Read and adhere to be various policies of the school and implement school development plans. Be proactive and take responsibility for matters relating to health and safety

### **Business & Educational Staff Standards – PLEASE DO NOT AMEND THIS SECTION OR ADD TO IT.**

- Complying with policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Confidentiality and Data Protection. Reporting all concerns to the Delegated Safeguarding Lead.
- Be able to work collaboratively as part of a team.
- Develop positive working relationships with colleagues.
- Communicate clearly, respectfully and professionally with pupils, parents, colleagues and visitors.
- Work with his or her line manager to develop and implement a professional development plan.
- Use feedback and personal reflection to improve his or her own working practices.
- Where relevant, maintain first aid accreditation.
- Understand how the role supports the quality of teaching and learning.
- Understand the roles of external agencies and how to work with them as required.
- Follow all processes for the handling and banking of money meticulously.
- Know, understand and follow all procedures for the management of the schools finances, if working on financial matters.
- Use IT hardware and relevant software packages efficiently and effectively as required to fulfil your role.
- Retrieve and share the various types of information required by the post holder's specific role.
- Be able to competently use items of office equipment, such as the photocopier, and keep up to date with developments and changes to such equipment.
- Maintain filing systems, (both paper and electronic), efficiently and in accordance with current systems and processes.
- Ensure that documents are prepared and data is entered into IT systems accurately and on time.
- Answer telephones promptly and with a respectful and professional manner.
- Be familiar with all policies and procedures that are relevant for the role.
- Know where to get help and support.
- Know the limits of the role and when to refer people or issues elsewhere.
- Maintain confidentiality at all times.
- Understand his or her role in safeguarding and act on any safeguarding issues in accordance with school procedures.
- Maintain a safe working environment for his or herself and others including the completion of risk assessments.
- Undertake stocktaking and ordering of materials and equipment as required.
- Support the school Healthcare Assistant with First Aid of students

### **Additional Duties**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

**We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check**

# Library Assistant

## Person Specification

To be assessed through application, reference and interview

Criteria	Essential	Desirable
<b>Qualifications</b>		
GCSE Maths & English at Grade C or equivalent	✓	
First Aid qualification		✓
<b>Experience</b>		
Experience of working to deadlines	✓	
Experience of Microsoft Office including Excel	✓	
Experience of working with adults and children		✓
Experience of working in a busy environment	✓	
<b>Practical Skills</b>		
Excellent Written & Communication skills	✓	
Good computer skills	✓	
Demonstrate good judgement	✓	
Good organisational skills	✓	
Effective communication and interpersonal skills with both adults and children	✓	
<b>Personal Qualities &amp; Attributes</b>		
Methodical and accurate	✓	
Commitment to Safeguarding	✓	
Calm under pressure	✓	
Think creatively and imaginatively to anticipate, identify and solve problems whilst under pressure	✓	
Caring and positive	✓	
Excellent time keeping and absence record	✓	
A good standard of literacy	✓	
Able to lift and carry light loads	✓	
Self-driven with a positive outlook	✓	
A natural forward planner who assesses their own performance	✓	
Mature, credible with excellent interpersonal skills		✓
Reliable, tolerant and determined	✓	
Well-presented and professional	✓	
Keen for new experiences, responsibility and accountability	✓	
Able to get on with others and be a team player	✓	
Ability to evaluate own learning needs and actively seek learning opportunities	✓	
Integrity and exercises confidentiality	✓	