

JOB DESCRIPTION

POST TITLE:	Library Assistant (Term-Time Maternity Cover)
RESPONSIBLE TO:	Acting Head of Library Services
RESPONSIBLE FOR:	Supporting the Acting Head of Library Services to provide a high-quality service to our staff and students.

MAIN RESPONSIBILITIES

- Assisting staff and students with searches for material.
- Supervising students during recesses and private study as required, including after school.
- Assisting with general library duties: shelving, book circulation, reservations etc.
- Maintaining a tidy environment, ensuring books are kept in classification order.
- Supporting with the induction to the library of new staff and students.
- Assisting with the selection and processing of new resources, including cataloguing and classification of books using Dewey Decimal System.
- Advocating reading for pleasure for both staff and students.
- Advising staff and students on both physical and e-resources available to them in the library.
- Creating displays and resources to promote the library and its resources.
- Assisting with the planning, and to participate, in any library events.
- Lead extracurricular activities where needed, e.g. book group.
- Providing support for teaching and learning by assisting with reading and research lessons as required.
- Advising students in the use of library facilities including IT facilities such as using the photocopier.
- Maintaining a professional knowledge of books available for the target audience in order to suggest new stock for the library as well making recommendations to library users.
- Supporting with library admin activities such as stocktaking of resources.
- Maintaining records and organisation of newspapers and periodicals.
- Carry out any other duties as directed by the Head of Library Services.

Safeguarding

- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.
- To adhere to school policy on safeguarding and updating training as required.

This job description will be reviewed and amended in consultation with the post holder as operational requirements change over time.

PERSON SPECIFICATION

Key skills, Knowledge and Experience	Essential	Desirable	Assessment Method Application Form/ Interview/Reference
Previous relevant professional experience	✓		AF / I / R
Previous experience of working in a school setting		✓	AF / I
Ability to work on your own initiative and be organised and methodical	✓		AF / I / R
Team player, able to work co-operatively with staff and students and be prepared to assist with appropriate tasks as directed	✓		AF / I / R
To be very organised and calm under pressure	✓		AF / I / R
Good IT skills, including use of library management systems	✓		AF / I / R
Knowledge of literature - especially for teenagers and young adults	✓		AF / I

MAIN TERMS OF APPOINTMENT:

Hours of Appointment

This is a temporary maternity cover position for 1 year, term-time only (34 weeks a year, inclusive of INSET days). The working hours are 37.5 per week, 8.30 am - 5.00 pm, Monday to Friday. This does not include a one-hour lunch break, which is unpaid.

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice period will be two months or the statutory minimum, whichever is greater.

Salary

The salary for this role will be £16,797 pro-rata (0.73 FTE), based on a full-time equivalent salary of £23,010 per annum.

Holiday Entitlement

You will be entitled to paid holiday and bank holidays pro-rata to that of a full-time post (20 days leave, plus 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time plus only post, you are not entitled to take any annual leave during term time.

Pension

Non-teaching staff may join LEH's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

Other Benefits

- Teachers' Pension Scheme for teaching staff and membership of LEH Group Pension Scheme (with life assurance) for non-teaching staff
- Free lunches, tea and coffee
- Generous occupational sick pay scheme
- 'Care First' Employee Assistance Programme
- Occupational Health Service
- Learning and development opportunities, including financial support for postgraduate study
- Cycle to work scheme
- Free car parking on site
- Library facilities open to all
- Use of 25-metre swimming pool at specified times
- Use of School sports facilities when available.
- Staff receive free or reduced price tickets to attend the excellent school drama and music productions
- The school offers a rent or mortgage allowance subsidy for new permanent teaching/non-teaching staff who are at the start of their careers or relocate to the area in order to take up the post

Statutory Checks

An offer of employment is conditional on the following:

- Sight of your passport and verification of Right to Work in the UK
- Sight of two other forms of I.D. e.g. driving licence, recent utility bill/bank statement showing home address (and dated within 3 months)
- Sight of the original of your marriage certificate (if applicable)
- Sight of the originals of your relevant qualifications
- A check of the Barred List
- A satisfactory enhanced DBS criminal record check
- Confirmation of medical fitness including completion of a Medical Questionnaire
- Completion of Bursary Form
- Check of employment history (including satisfactory explanations for any gaps)
- Check of references
- Overseas checks (where applicable)

An application pack is available from the School's website by clicking [here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk.

The closing date is noon on Wednesday, 15th September 2021.

CVs will not be considered and should not be submitted.

Lady Eleanor Holles
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personnel@lehs.org.uk

Registered charity no. 1130254

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).