



Job Description

Job Title	Library Assistant and Study Supervisor
Reports to	Assistant Headteacher
Job Purpose	To oversee the daily operations of the School Library, supporting, facilitating and supervising student access to information. This role involves maintaining and developing the library environment and using ICT and administrative skills to support pupils and staff and providing administrative support to key departments (Academic, Pastoral, and SEN).
Duties	<p>Library Operations & Environment</p> <ul style="list-style-type: none"> • Maintain resources (books, journals, digital media) within agreed organisational frameworks to ensure they are easily retrievable by staff and pupils. • Manage library stock and consumables, including the receipt, storage, ordering, purchasing, and security of materials. • Develop the library as an effective learning space; this includes maintaining cleanliness, organising displays/information boards, and supporting exhibitions or special events. <p>Student Support & Supervision</p> <ul style="list-style-type: none"> • Respond to user queries with differentiated responses, aiding in material identification, problem resolution, and the development of research skills. • Support and assist with "library lessons," information literacy programs, and induction sessions for both students and staff. • Oversee independent learning sessions, ensuring students are registered effectively. • Monitor student conduct during independent study to maintain high standards of behaviour and a quiet working atmosphere. <p>ICT & Technical Support</p> <ul style="list-style-type: none"> • Use ICT skills to support (and supervise) access to electronic information and research databases. • Ensure the effective operation of ICT hardware (computers, printers), coordinating with internal IT teams or external suppliers for repairs and maintenance. • Utilise ICT skills for library administration, including word processing, data entry, and record-keeping. <p>General Administration</p> <ul style="list-style-type: none"> • To provide administrative support to academic departments, the pastoral team and the SEN team during library supervision sessions. • To execute any general administration required, including reprographics and IT administration tasks
General	<ul style="list-style-type: none"> • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

	<ul style="list-style-type: none"> • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
Safeguarding	<ul style="list-style-type: none"> • All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.

This role is subject to a six month probationary period

This job description is current, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: Date:
Employee

Signed: Date.....
Line Manager