

Job Description for Library Assistant

Role Specification

Post: Library Assistant (full-time, permanent)

Line Manager: Librarian

Start date: September 2025

Outline of Department

The BGS Library is a vibrant, inclusive and dynamic centre of learning that plays a central role in supporting both the curriculum and the broader intellectual life of the school. Open from 8.15am to 6.00pm each school day, it offers a welcoming, well-resourced, and efficiently run environment for independent study, group work, research, and reading for pleasure. The library houses a diverse and regularly updated collection of around 40,000 items, including books, journals, DVDs, and digital resources, carefully curated to meet the needs and interests of students across all year groups. Through its extensive stock and access to print and online resources, it fosters independent learning, information literacy, and a lifelong love of reading.

The library is staffed by a Librarian and supported by Library Assistants and a team of student volunteers. Together, they deliver a rich programme of information and study skills sessions for Year 7 and Sixth Form students, offer tailored support for individual learners, and collaborate closely with teaching staff to align resources with curriculum needs. The Assistant Librarians also manage displays, the DVD collection, and daily operations, while one serves as the Literary Events Coordinator, organising visits from acclaimed authors and promoting a strong reading culture. The library's literary events programme has become a distinctive and much-valued feature of life at BGS.

Purpose of the role

As a Library Assistant you will assist pupils and staff to make effective use of the library and all its resources.

Duties and Responsibilities

A large part of working in this busy school library involves working with pupils. With oversight and support from the Senior Librarian, the Library Assistant will:

- Inspire in pupils a love of reading, support reader development and nurture their love of learning
- Assist pupils and staff to make effective use of the Library and all its resources
- Communicate effective methods of research to pupils and staff
- Be proactive in helping pupils with study and research when they are in the Library

The post holder will work with the other members of the Library team to:

- Utilise existing systems for effective Library operation
- Ensure that all daily library routines run smoothly
- Ensure the efficient and accurate registration of pupils who are in the Library during lessons, in line with the school's safeguarding policy
- Manage pupil helpers
- Prepare book orders
- Order, process and catalogue new stock and repair or replace damaged stock
- Order materials for the processing and maintenance of Library and Bookstore stock
- Display and promote new stock to staff and pupils and promote awareness of library resources and facilities to all sections of the school community
- Contribute to and help maintain guidance on library procedures

- Work with the Finance Department to administer library invoices and banking
- Contribute to the Library Twitter account and utilise social media for Continuing Professional Development (CPD), networking, to inform and support school community and to maintain links with external agencies
- Manage the use of the Library's IT equipment, providing advice to pupils regarding its use
- Assist in the oversight of pupil behaviour in the Library by:
 - maintaining and supervising collaborative and quiet study
 - giving advice and assistance to individuals and groups on how to use library resources
 - supervising pupils who are not in lessons
 - supervising pupils who are in the Library after school
- Attend training courses as appropriate for the purposes of CPD
- Attend staff meetings and training days
- Undertake any other task or activity as reasonably requested by the Senior Librarian
- Conform to the School's Code of Conduct.
- Adhere to the School's safeguarding procedures

This list is intended as a guide and is not exhaustive. Daily duties vary from time to time as directed by the Senior Librarian. The post holder is expected to be flexible and adaptable. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Experience of working in a library or learning resources environment
The ability to empathise with pupils, to nurture their love of learning and reading, and experience in supporting their use of learning resources
The ability to ensure good behaviour by pupils in the Library
Good IT skills with sound knowledge of the Microsoft Office suite
Excellent administrative and organisational skills

The following list outlines the further qualities, skills, and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

An interest in and experience of information literacy skills
A strong interest in reader development, and teenage and young adult literature
The ability to multitask and to prioritise and manage a diverse workload
The ability to think methodically and solve problems under pressure
A sense of humour and an optimistic, resilient style when faced with pressure
The ability to develop good working relationships with all members of the school community
A well organised and resourceful approach to their work and the ability to meet deadlines

An enthusiastic and approachable nature
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
Be able to communicate well with children and young people and in particular be prepared to demonstrate: • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Working Hours	40 hours per week, 39 weeks per year, which is term time plus a number of additional weeks working during school holidays to a schedule agreed. Working hours will be Monday to Friday on a rota of either 08:00-16.30 or 09:30-18:00, with a half hour unpaid lunch break per day.
Salary	The salary range for this role is from £25,800 to £26,700 pro rata, depending on experience.
Pension	The School will automatically enrol support staff into a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an ‘Apply now’ button which will take you into the online application process.

The closing date for applications is 29 July 2025.

Interviews will be planned for shortly afterwards.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.