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## Job Description

**Role:** Library Assistant

**Reporting to:** Librarian

**Hours of work:** 25.75 hours per week, term time only

**Summary role:** The principal role is to provide administrative and clerical support to the librarian and to assist in providing library services to both pupils and staff.

It is essential that the library assistant will be able to communicate well with pupils from ages 11 to 18 and develop a rapport with them. Competent and confident use of IT is essential, including basic skills and experience in Microsoft Word, Excel and either Publisher or PowerPoint.

**Relationships:** The position involves personal and telephone contact with staff and pupils, occasionally with parents and visitors.

### Detailed tasks:

The following is a guide to the primary tasks; it is not meant to be an exhaustive list:

- To supervise the library in the absence of the librarian and to ensure that a calm and purposeful atmosphere is maintained, including observance of health and safety requirements.
- To staff the library desk and operate the 'Access-it' library management system to issue/return books and to generate overdue notices.
- To offer general assistance to pupils and staff using the library, including their use of the OPAC (Online Public Access Catalogue).
- To process stock, including receipting, labelling and covering.
- To undertake stock repairs and withdrawals.
- To assist the librarian with basic cataloguing, including amendment of incorrect catalogue records.
- To shelve resources.
- To create publicity materials such as posters and bookmarks and to occasionally mount displays.
- To attend staff INSET and external training, as required, including compulsory Health & Safety training.
- To perform additional administrative support duties in the library as required.

### Additional Responsibilities

- General administrative and maintenance support including the non-academic aspects of pupil administration
- Routine tasks around the school.



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**General responsibilities:**

- To ensure all duties are carried out in accordance with health and safety regulations
- To undertake any training and development for the better fulfilment of the post
- To undertake any *ad hoc* duties or projects as requested
- To undertake any other duties and responsibilities as determined by the Bursar.

**Safeguarding**

This role will require some limited interaction with pupils which equates to regulated activity with children. The post holder must at all times act with due regard to the school's child protection and safeguarding policies and procedures and the school's code of conduct.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

**General responsibilities:**

- To ensure all duties are carried out in accordance with health and safety regulations
- To undertake any training and development for the better fulfilment of the post
- To undertake any *ad hoc* duties or projects as requested
- To undertake any other duties and responsibilities as determined by the Bursar

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

This job description is subject to review in line with the developing needs of the school.