CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	**Post Title**	**Grade**	**JE Pts**	**Date**
L1711	**School Library Assistant**	Grade 3	315 NJC	April 2008

Statement of Purpose

To work under the direction and instruction of senior staff to provide support on the use of the school library, including the IT facilities.

Support the Library and Resources

- Operate an issue and return of books service.
- Classify, catalogue and process new books and other resources.
- Identify damaged stock and repair existing stock as necessary.
- Withdraw from stock as necessary.
- Arrange stock in an orderly and secure manner.
- Undertake routine administration e.g.
  - identify overdue books and issue notices;
  - issue membership cards and file membership forms.
- Supervise the library during lunch breaks.
- Undertake library displays.
- Assist with the promotional activities for the library.
- Assist with the selection of new stock.
- Assist with the selection and collection of books from the school library service.
- Organise the issue and return of CD's for use with the computers.
- Collect data with regard to the library use, number of books borrowed and the use of the library during lessons.

Support to Pupils and Staff

- Train and supervise volunteer helpers.
- Carry out photocopying for the staff as required and for individual students (for a small fee).
- Support staff to use the library when groups are brought to the library during teaching sessions.
- Supervise individuals/small groups of children who are sent to the library by teachers to obtain information.
- Monitor the use of the Internet by students at lunchtime.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.

- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Note 1:
The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification
School Library Assistant
Level 2

Essential Criteria	Measured By
Experience • General clerical/administrative work. • Supervisory experience.	AF/I
Qualifications/Training • NVQ 2 or equivalent qualification or experience in relevant discipline. • Good numeracy and literacy skills.	AF/I
Knowledge/Skills • Effective use of ICT packages. • Ability to use relevant equipment/resources. • Good keyboard skills. • Knowledge or relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Ability to direct other adults. • Good interpersonal skills • Good organising, planning and prioritising skills. • Methodical with a good attention to detail.	AF/I

Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I

AF - Application form I - Interview

Note 1:
In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***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 challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***