



## DRAYTON MANOR HIGH SCHOOL

[www.draytonmanorhighschool.co.uk](http://www.draytonmanorhighschool.co.uk)

**ADMINISTRATION ASSISTANT (Library)**  
**Salary Grade 3, Range 5-6 (£19,249-£19,592)**  
**Term Time, plus 4 additional days (40 weeks per year)**  
**Daily hours to be worked within the core hours of 8am-5pm**

Drayton Manor High School is looking for an Administration Assistant (Library) to start as soon as possible.

You will assist in the day-to-day running of the library; staffing the desk (issuing, renewing and returning items on the library system), supervising students, helping with enquiries, processing stock and planning creative, thematic displays as well as other duties relevant to the provision and maintenance of the School Library.

Drayton Manor recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Drayton Manor is a heavily oversubscribed, diverse, vibrant and successful school with proud traditions and an excellent reputation. Our school motto of '*Nec Aspera Terrent - hardships do not deter us,*' is at the heart of our ethos and we live this vision every day in our work with our students and everything that we do.

Candidates who have extremely high expectations and are keen to take a full and active role in the life of the school are encouraged to apply. This role requires excellent communication skills, meticulous attention to detail and a firm commitment to upholding the ethos, values and expectations of the school.

Student achievement is high with our most recent provisional progress score at GCSE placing us in the top 10% of schools nationally.

We offer

- The opportunity to work for an organisation which values driven and places our students at the centre of everything we do
- The opportunity to work with fantastic students who are aspirational and driven to succeed
- Access to high quality CPD and support with career progression
- Magnificent buildings and an attractive and harmonious working environment
- An exciting opportunity to be involved in shaping the future direction of the school

For an informal and confidential discussion about the role please contact the HR Office.

For further information and to apply, please visit: [www.draytonmanorhighschool.co.uk/](http://www.draytonmanorhighschool.co.uk/)

The closing date is 12 noon, Tuesday 25 February 2020.

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).*

*No agencies or CVs*





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### JOB DESCRIPTION

POST TITLE	Administration Assistant (Library)
GRADE	Scale 3 (Range 5-6)
RESPONSIBLE TO	Administration Officer/ Library Manager
JOB PURPOSE	Assisting in the provision of an effective administrative and Library service

### KEY TASKS

*All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with*

- To ensure adequate supervision of students and manage behaviour and standards within the library throughout the school day and ensure that an environment conducive to learning is maintained
- To instruct, guide, assist and support students and staff with the selection of information when undertaking assignments and to advise on the suitability and availability of resources
- To promote the development of reading and literacy skills for information and recreation and to coordinate a whole school environment which encourages reading for pleasure
- To catalogue books and magazines and ensure proper shelving
- To issue and receive books to/from students and staff in accordance with library procedures, using the Library Management System
- To ensure books and other materials are kept in good repair within the School Library
- To assist with preparation of displays and Library Events
- To liaise with teaching staff in order to maintain an awareness of developments in the curriculum
- Word-processing a variety of documents, creating and updating databases using appropriate software
- Inputting/updating student data using school software eg SIMS, Parent Pay, School Comms and Behaviour Watch
- Maintaining and updating various student record systems and files, ensuring confidentiality and security is maintained

- Photocopying and collating a variety of documents as and when required
- Provide student and staff support
- To contribute to the work of the Administration Team as appropriate
- To perform any other duties within the general nature of the post



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### PERSON SPECIFICATION

#### POST TITLE: ADMINISTRATION ASSISTANT (LIBRARY)

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	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Sound general education</li> <li>• GCSE grade C or equivalent in Mathematics and English</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a school environment</li> </ul>
<b>Ability/Skills</b>	<ul style="list-style-type: none"> <li>• Ability to word process accurately at a good speed</li> <li>• Ability to input data accurately</li> <li>• Able to maintain confidentiality</li> <li>• Able to deal with a number of different situations in quick succession</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of SIMS system</li> <li>• Knowledge of Parent Pay</li> <li>• Knowledge of Behaviour Watch</li> <li>• First Aid Qualification</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting and supporting the school's equal opportunities policy</li> <li>• Awareness of and commitment to equal opportunities</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Good team member</li> <li>• Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour</li> <li>• Good interpersonal skills; able to communicate with people at all levels</li> </ul>	