



<b>Title:</b>	Library Assistant (Secondary)
<b>Location:</b>	CHAT – Heron Hall Academy
<b>Hours:</b>	Full Time
<b>Contract Type:</b>	Permanent
<b>Start date:</b>	September 2021
<b>Salary:</b>	£18,030.64 Per Annum

### Overview:

CHAT is looking to recruit an enthusiastic Library Assistant on a permanent and full term-time basis, with demonstrable communication skills and excellent attention to detail, who shares a passion and motivation for our education trust and is determined to make a difference to the lives of pupils and staff, as part of our partnership commitment. The successful applicant will be committed to supporting the development of the library from its current form to continue to help promote the love of reading across the academy and promote the importance of using the library.

Heron Hall Academy is a welcoming, friendly and inclusive school, where children are happy, well-behaved and have a desire to learn. The teaching staff are resilient and dedicated and put the children at the heart of everything they do. We are all determined that our pupils will thrive, be happy and successful.

### Job Spec - Main Responsibilities

- Support staff and students with library enquiries e.g. directing to the appropriate section of the library and book choices.
- Operate the circulation desk during library opening times issuing and returning resources.
- Maintain and repair library stock.
- Support with the preparation of new stock and apply where necessary.
- Support with stock take and stock acquisition of the library.
- Support with the maintenance of the library management system and other relevant databases.
- Undertake regular maintenance of library shelves e.g. returning books to relevant areas accurately and removal of stock where appropriate.
- Undertake regular general tidying of the library.
- Undertake regular maintenance and correspondence of overdue library resources
- Support with preparation of special school events such as open evenings, trips and assemblies and in some cases attending these events.

- Provide general clerical and practical assistance in the use of the library, including liaising with teachers and the librarian on routine matters e.g. availability of books.
- Support with library lessons as directed by librarian including supporting intervention groups.
- Support with behaviour management of students in the library and around the school.
- Support or lead with extra-curricular activities in the library or around the school e.g. reading club at lunch.
- Undertake routine checks connected with the receipt and return of books.
- Undertake routine clerical checks connected with ordering and receipt of new materials, through direction of the librarian.
- General administrative support such as typing, filing and duplicating duties related to the library.
- Creating and mounting library displays.
- Show commitment and contribution to improving standards for pupils within the school as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Take part in the school's performance management system.
- Attend whole-staff CPD when appropriate and directed to do so and be proactive in attending personalised, external CPD.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### **Skills and Experience**

- Skills and experience of working in a library setting is desirable.
- Skills and experience in using Microsoft software & MS Office is desirable and general IT to complete some administrative tasks is desirable.
- Grade C or equivalent in English and Level 2 in literacy and numeracy is essential.
- Experience of working in a local community setting is desirable.
- Experience of working with literacy and/or reading is desirable.
- Experience of working with children and young people is desirable.
- Proven ability to appreciate new technology and understand its usefulness within an educational environment.
- Understand and adhere to school policy and maintain professional standards.
- Ability to demonstrate impact within their current or previous role where appropriate.
- Experience of working well in a team in order to achieve a shared vision and goal.

## **Personal characteristics**

- Supportive
- Tolerant
- Resilient and determined
- Honesty and integrity
- Visionary
- Highly motivated
- Positive and enthusiastic
- Organised
- Resourceful

In addition to candidates' ability to perform the duties of the post, the interview would also explore issues relating to safeguarding and promoting the welfare of children including:

- 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.

If you are shortlisted, any relevant issues concerning safeguarding children arising from your references will be discussed with you at interview.

The information given in this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within the school. The job description outlines the main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

The Headteacher may from time to time review your duties and responsibilities to meet the changing needs of the school.