Lewisham Education

SYDENHAM SCHOOL
Dartmouth Road
London SE26 4RD

LONDON BOROUGH OF LEWISHAM

JOB SPECIFICATION

Title:	**Assistant Librarian**	**Grade.: Scale 3 (point 5-6)**
School:	**Sydenham School**	**Section: Library**
Reports to:	**Senior Librarian**	
Hours:	**25 hours per week (Monday to Friday) - TTO + Inset (39 weeks)**	

MAIN PURPOSE OF THE JOB

To work under the direction of the Senior Librarian to provide an effective education library service, support teaching, learning and reading development across the school, as well as contribute to the smooth day-to-day running of the Library.

SUMMARY OF RESPONSIBILITIES AND DUTIES

SUPPORT FOR STUDENTS AND STAFF

1. Assist students with research enquiries and homework.
2. Support the Senior Librarian in working with classes, small groups of students and individuals.
3. Assist students and staff in locating learning resources and in the use of the ICT facilities. Assist staff with enquiries and provide curriculum resources for lessons.
4. Assist with the supervision of students attending events outside of the school.
5. Run reading group and book club activities.

ORGANISATION

6. Responsibility for the management of student behaviour and support in the Library after school and when the Senior Librarian is not present.
7. Promote the environment in the Library by keeping notice boards and displays up to date.
8. Design and create internal marketing and promotional materials using ICT and multimedia resources for library events and library resources.
9. Design, create and maintain the library areas on the school website.
10. Supervise and train student Library Monitors.

ADMINISTRATION

11. Provide administrative and organisational support within the Library.
12. Place and progress orders, check order invoices for payment and maintain data records.
13. Set up and maintain manual and computerised records and information systems in the library.

14. Create management reports as requested by the Senior Librarian.
15. Produce, analyse and evaluate data as required by the Senior Librarian.

RESPONSIBILITIES & RESOURCES

16. Be aware of and comply with policies and procedures relating to child protection, special educational needs, health and safety, security, confidentiality and data protection.
17. Operate ICT and multimedia resources such as Library automation system, school management system, school website, Microsoft Office, DTP and other software packages.
18. Undertake regular stock checks and chasing overdue resources.
19. Be responsible for handling and safe storage of petty cash in the Library.
20. Maintain the Library automation system: catalogue new resources using Accessit, delete records for withdrawn stock, identify and resolve user problems.
21. Provide advice, guidance and resources to staff and students.
22. Operate the circulation system: issue and return books; operate the reservations system, generate and send out notices for overdue books.
23. Keep the Library stock in good order: shelve and file new and returned books and materials and maintain other resources; maintain library materials in a usable condition: repairing, cleaning, covering, replacing spine and date labels, as required.
24. Support the Senior Librarian to maintain good levels of security for Library resources.
25. Support English teachers to monitor student engagement with Accelerated Reader, create and maintain displays related to Accelerated Reader and award certificates when students reach new reading levels.

Undertake any other duties commensurate with the level of the post, as required by the Senior Librarian to ensure the efficient and effective running of the Department/Section. This is not an exhaustive list of duties and will be regularly reviewed and updated.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

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PERSON SPECIFICATION

Title:	**Library Assistant**	**Grade.: Scale 3 (point 5 - 6)**
School:	**Sydenham School**	**Section: Library**
Reports to:	**Senior Librarian**	
Hours:	**25 hours per week (Monday to Friday) - TTO + Inset (39 weeks)**	

EXPERIENCE (Essential Requirements)

Experience in specific area in a learning environment

QUALIFICATIONS/TRAINING (Essential Requirements)

NVQ 3 or equivalent qualification or experience in relevant discipline

Experience

- Experience of working with young people aged 11- 19 is essential
- Experience of working in a school/F.E. college environment is highly desirable
- Experience of working in a Library is desirable.

Skills

- Good written and oral communication skills
- Excellent ICT numeracy and literacy skills
- Excellent organisational and administrative ability
- Ability to manage students' behaviour
- Ability to work under pressure, to deadlines and to use own initiative
- Ability to work independently and organise, plan and prioritise own work
- Ability to use and apply Accessit is desirable
- Experience of working with Accelerated Reader is desirable
- Experience of inputting and maintaining electronic data is essential
- Experience of working in a customer-focused environment is desirable

Knowledge

- Knowledge and understanding of the uses of ICT

- Understanding of and commitment to equal opportunities
- Good knowledge of children and young adult literature is highly desirable.

Personal Qualities

- May be required with notice to attend meetings or to work outside
- of core working hours
- Excellent attendance and punctuality
- Must meet London Borough of Lewisham requirements for the post

Equal Opportunities

To operate a positive commitment to the Council's Equality and Diversity Policy and to ensure that it is implemented within the service area of the post.

Circumstances

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status, then they will be required to complete an application only if recruited to this post.

Prepared by: Allison Costello (HR Manager) June 2023