

JOB DESCRIPTION

POST TITLE:	School Library Assistant
PURPOSE:	To play a key role in promoting a vibrant reading culture across the school by supporting the development and daily running of the school library. This includes delivering an efficient and inclusive library service, running a mobile library, and overseeing morning literacy sessions. The role also involves supporting wider school operations as needed.
REPORTING TO:	Senior leadership and whole school literacy coordinator
SALARY/GRADE:	Scale 4 FTE (pro rata to term time only)
DISCLOSURE:	Enhanced
MAIN DUTIES:	• Promote a positive, inclusive library culture that encourages reading for pleasure, independent learning, and respectful use of resources. • Plan and oversee morning literacy sessions in the library, creating a calm and purposeful environment that supports reading and academic readiness. • Organise and operate the mobile library service, ensuring students across the school have regular access to books and resources, especially in classrooms and other communal areas. • To promote reading for pleasure through assemblies, author visits, trips and experiences. • Manage the issuing and returning of library materials, ensuring accurate records are maintained. • Shelve, tidy, and organise library stock to ensure the space remains inviting and accessible. • Support the selection and withdrawal of materials in line with school policy and student needs. • Assist with cataloguing and processing new library materials to ensure they are ready for use. • Maintain and troubleshoot the library management system. • Keep accurate and up-to-date petty cash or simple financial records related to library activities. • Design and set up engaging displays that promote literacy and special reading themes. • Assist students and staff in locating appropriate resources and using digital/online library tools. • Supervise and support students using the library, encouraging responsible use and good study habits. • Oversee a homework club after school

	• Supporting the promotion of whole school literacy events • Take responsibility for the day-to-day operation of the library when required. • Contribute actively to the school's vision, values, and development goals. • Support other school departments with administrative or operational tasks as needed. • AD-Hoc duties as directed by your line manager.
Skills and personal qualities	• Passionate about reading, literacy, and promoting a strong library culture within the school. • Able to take initiative, identify opportunities to enhance student engagement with the library, and work both independently and collaboratively. • Confident in leading small-group literacy activities and interacting with students of all ages. • Strong organisational skills and attention to detail. • Clear and friendly communication skills with staff, students, and parents. • Comfortable using digital tools and supporting others with online resources. • Approachable, enthusiastic, and committed to making the library a welcoming space for all. • Willing to uphold and contribute to the school's safeguarding policies and procedures.
Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to present themselves and to act in a professional manner at all times, according to Mulberry Academy Woodside Code of Conduct. Mulberry Academy Woodside has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work. We expect that the post holder will give a high profile to equality of opportunity in all areas of activity. The school will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.	

Signed:	_____
Headteacher:	_____
Date:	_____

PERSON SPECIFICATION

	Desirable	Essential
Ability to form positive relationships with students.		X
Comfortable working in a team and alone.		X
Educated to Degree level	X	
Knowledgeable of libraries and their systems.	X	
A sincere love of books and reading.		X
Ability to speak a second language.	X	
Good attendance and punctuality.		X
Willingness to develop own expertise.		X
Commitment to the school's and Trust's Equal Opportunities Policy and practice		X
Commitment to develop the ethos of the school.		X
Educated to degree level or equivalent.	X	