



JOB DESCRIPTION – Library Administrative Assistant

Responsible to: Head Teacher & Governing Body

Line Manager: Deputy Headteacher

Purpose: To support the Librarian in offering students a quality library that supports and enhances curriculum provision, develops literacy and love of reading.

Salary: Band 3, pts 6-11 £25,183FTE, Actual £ 8,575

Hours of work: 2 days a week, 14.5 hours per week, 8.15am – 4.15pm, term time only + INSET days

Main Duties and responsibilities

- To oversee the running of the library in the absence of the Librarian.
- Ensure all books are correctly checked in and out of the library
- Organise and tidy books, returning them to the correct shelves
- Organising and sorting deliveries or donations of books, inputting them into the system, labelling them and placing them on the shelves
- Support the librarian in monitoring and fulfilling revision guide orders
- Support the Librarian with induction courses for new students and reinforcement of the skills by follow up sessions on a regular basis throughout the whole school.
- Support the Librarian to ensure that the purpose of the library is understood and promoted, and that all students are taught the skills they need to make effective use of the resources available.
- Support library and literacy events in the library
- To support, as required, individuals, small groups and classes brought to the library by teaching or support staff, to use library resources during the designated hours. For example, to work with the English department to timetable and actively support library lessons for all KS3 English classes.
- To train and supervise student librarians to assist in the library during library lessons/breaks & lunchtimes.
- To support the Librarian in providing study support/extracurricular activities before and after school, and during lunchtimes, which promote reading for pleasure and study.
- To provide an attractive and pleasant environment in the library which will encourage students and staff to use the facilities for study and reading for pleasure.
- To confidently manage behaviour of students using the library at break and lunchtimes
- To provide back office duties where required, for example exam invigilation and accompany students on trips.



Health and safety responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder



PERSON SPECIFICATION – Library Administrative Assistant

EDUCATION AND QUALIFICATIONS	Essential	Desirable
Good numeracy and literacy skills (GCE/GCSE Grade C or above);	•	
KNOWLEDGE AND EXPERIENCE		
Minimum of one year's experience working in an administrative role	•	
Experience of working in a library		•
Experience of working in a school		•
SKILLS AND ABILITY		
Genuine enthusiasm for reading and literacy	•	
IT Literate (Word, Excel, PowerPoint)	•	
Ability to supervise groups of students	•	
Excellent attention to detail	•	
Strong communicator with excellent spoken and written English	•	
Be flexible and have excellent organisational skills	•	
Be supportive of all school policies and procedures;	•	
Ability to work flexibly within a fast-paced and changing environment	•	
Understanding of safeguarding;	•	