

Temporary Library Assistant

17 March - 4 July 2025

Applications

Applications are to be made via TES.com. A CV will not be accepted in place of the completed application form. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you have difficulties submitting your application form please email recruitment@channing.co.uk.



The Position

To assist the Acting Senior School Librarian in the day-to-day running of the library, including managing stock and circulation and supervising and registering pupils using the library. The Library Assistant will also be in sole charge of the library on two days when the Librarian is not in. Overall the Library Assistant will help provide a high standard of service to meet the needs of all pupils and staff.

Deadline for applications: Wednesday 29th January

Interviews will be held week beginning Monday 3rd February

Salary & Benefits

- **Salary: £30,639 per annum**
- A free lunch is provided in the Staff Coffee Room.
- Use of School sports facilities when available.
- Employee Assistance Programme provided by Education Support

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.

Job Description - Temporary Library Assistant

Job title: Library Assistant

Job Summary: To assist the Acting Senior School Librarian in the day-to-day running of the library, including managing stock and circulation and supervising and registering pupils using the library. The Library Assistant will also be in sole charge of the library on two days when the Librarian is not in. Overall the Library Assistant will help provide a high standard of service to meet the needs of all pupils and staff.

Department: Library

Reports to: Acting Senior School Librarian

Hours of work: Full-time, 5 days a week, 8.00 - 4.30 (Mon and Wed), 8.00 - 5.30 (Tues and Thurs) and 8.00-4.00 (Fri), includes a 30-minute lunch break, term-time only (there is some flexibility to vary/reduce these days and hours subject to discussion at interview)

Salary: £30,639 per annum

Departmental information:

The Senior School Library is central to school life and located at the heart of the main building. The library's aims are to foster literacy, independent learning and a love of reading in all pupils, as well as to support teaching and learning across and beyond the curriculum.

The library is open from 8.00 a.m. to 5.30 p.m. Monday - Thursday and from 8.00 a.m. to 4.00 p.m. on Fridays. It consists of four large rooms that have been joined together to form an open-plan space; three rooms are study areas and one has armchairs for reading for pleasure. There is also a smaller side room for private study and meetings. Fiction is located in the reading-for-pleasure area and non-fiction in the study areas. The library also has a growing collection of online resources.

Pupils in Years 7 and 10 have a course of 4-5 weekly library lessons, in which they are taught how to use the library and are given time to read and browse the collection. The library also delivers library inductions and research skills sessions tailored to specific subjects, the (Extended) Project Qualification in Years 10 and 13 and in other contexts where staff request it.

The library is also used during lesson time by pupils in Years 7-11 who have dropped subjects and pupils who have been excused from PE.

Main tasks and responsibilities:

- a. Manage the day-to-day running of the library on the two days that the Librarian isn't in
- b. Assist with circulation, including issuing, returning and shelving books
- c. Maintain the collection in good order, including repairing damaged books and ensuring books are in the right place
- d. Monitor overdue books and remind pupils to return them
- e. Register and supervise pupils with private study
- f. Help maintain an appropriate working environment in the library
- g. Assist students and teachers in finding and using physical and online library resources
- h. Help manage the pupil librarians
- i. Provide assistance to library users with computers, printers and photocopying
- j. Progress and develop in the role through participation in any training, coaching and support offered in conjunction with the role
- k. Attend training sessions as and when required to ensure compliance with Health and Safety, Child Protection, School Policies or other training programmes as directed
- l. Help promote and safeguard the welfare of pupils at the school

Please note that this job description is not exhaustive and the employee may be expected to undertake additional duties if required, as directed by your line manager.

Person Specification - Library Assistant

Knowledge and Experience

Previous experience of working in a library	Desirable
Competent user of office software (the school uses G-Suite for Education)	Essential
Experience of working in an educational environment	Desirable
Experience of working with adolescents	Desirable
Understanding of the importance of promoting and safeguarding the welfare of children and young people	Essential

Skills

Excellent organisational and administrative skills	Essential
Good interpersonal skills	Essential
Ability to communicate effectively with students, colleagues and external personnel both verbally and in writing	Essential
The confidence and ability to work independently	Essential
Willingness to learn how to use new software and IT systems	Essential
Ability to remain calm, patient and polite	Essential
The ability to think ahead and draw up schedules and plans and follow up as necessary	Essential
Willingness to confront problems and present solutions	Essential
Able to multitask and work under pressure of time deadlines	Desirable

Qualifications

Educated to degree level	Desirable
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Attributes and approach

Sensitive to the needs of others. Cares about others.	Essential
A professional and approachable manner, with good spoken and written English	Essential

An appreciation of the need for discretion and confidentiality	Essential
High personal work standards and attention to detail	Essential
Enthusiasm for books and reading	Essential
Creative approach to promoting books and reading	Desirable
A good sense of humour and positive outlook	Essential
Common sense, initiative and self motivation	Essential