

**COLLEGE LIBRARY ASSISTANT**

**Responsible to:** Library Supervisor

**Responsible for :** College Library

**Example duties and responsibilities:**

* To contribute to the day to day running of the College Library
* Ensure the College Library is adequately stocked and checked and to assist and process new orders
* Ensure that books are catalogued and shelved correctly
* To assist the Library Supervisor with the development of the College Library – usage, clubs and increasing the profile
* To offer advice and help to students in order to encourage the enjoyment of reading
* To provide students with information and understand their requirements
* To provide support, advice and information to teachers, by use of resources, managing effective diary systems, and liaising to establish needs and requirements
* Contribute to the up to date record keeping
* Provide break time, lunchtime facilities – monitored in line with the Academy guidelines
* Ensure that any clubs are run effectively and efficiently
* Liaise with the Library Supervisor to ensure that all information is up to date and in good order
* Take responsibility for ensuring that the equipment is in good working order and take ownership in resolving issues e.g. Reporting IT faults/laptop provision
* Provide up to date notice boards and displays
* Be aware of any behavioural difficulties and any special requirements/ needs a student may have
* Be prepared to take control and care of students during break and lunchtimes and after the academy day when open
* To assist Library Supervisor with any other duties that may be required
* Any other duties as may be required by the Principal

THE DUTIES AND TASKS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME