

## **Job description**

### **LIBRARY ASSISTANT**

**Grade:** H2

**Hours:** Term time only + inset, 20 hrs per week.

Hours: Mon – Friday 10am – 2pm

#### **1. MAIN PURPOSE OF THE JOB**

Under the supervision of the Librarian the Library Assistant will perform administrative tasks related to the day-to-day running of the Library.

#### **2. MAIN AREAS OF RESPONSIBILITY**

- Assist students and staff in using library resources efficiently and effectively, including helping them use the Library web-based catalogue, e-books and other electronic resources.
- Assist students in using computers in the library using standard software, including Microsoft Outlook, Word, Excel, PowerPoint, and in using their desktop, including printing and saving files
- Use the Library Management system to retrieve and circulate books
- Run computerised overdue books system
- Receipt, catalogue and process new library resources.
- Supervise and assist with the shelving of books and tidying of shelves
- Control periodicals accession
- Collect and circulate local press cuttings
- Assist in training and supervising parent volunteers and student librarians
- Photocopy promotional materials and resources for lessons.
- Create and maintain library displays
- Attend the Library Users' Group and relevant training and courses
- Work to maintain a welcoming and disciplined library environment
- Contribute to planning and running of library events
- Liaise with teachers, students and library suppliers.
- Assist with delivery of library lessons, as necessary
- Perform other tasks commensurate with the grade, as directed by the Librarian.

#### **3. PERSON SPECIFICATION**

The successful candidate should:

- Be willing to work as part of a team
- Have excellent interpersonal and communication skills with adults and children
- Be able to use initiative and work without supervision
- Be able to work under pressure
- Have attention to detail
- Possess good IT skills and be familiar with Microsoft Office
- Have experience of working in a library, bookshop or similar
- Have the ability to multi-task and work with interruptions

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.



This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.