

JOB DESCRIPTION: Library Assistant

Responsible to: The Librarian

Primary purpose: To assist with the provision and maintenance of resources to staff and students in the school. To provide support to the librarian / manager as detailed below and to deputise for the manager during the school day and outside school hours.

Main duties and responsibilities

1. To assist in the day to day running of the library
2. To assist pupils and staff using the library
3. To supervise pupils in their use of the library facilities
4. Keeping the library tidy and shelving materials in correct order
5. To assist with entering data onto the library computer system
6. To assist with creating displays of library resources, production of library newsletters and other ways of promoting materials
7. To undertake other similar duties commensurate with the grade.

Person Specification

Knowledge

Knowledge of basic library routines

Qualifications & Experience

Numerate and literate

Skills

Creativity

Empathy with children

Other

8. A satisfactory attendance record (normally less than 5 days in a year) but taking into account individual circumstances.
9. A CRB enhanced disclosure