

## **JOB DESCRIPTION**

**Job title:** Library Assistant

**Reporting to:** Librarian

**Hours:** 2 hours a day (12pm to 2pm), 5 days week,  
Term time only (39 weeks a year).



**Salary:** £18,302 full time equivalent – total pro-rated including holiday pay £4,198

**Contract:** Fixed term until 31<sup>st</sup> July 2022

### **Main purpose**

To provide support and supervision to students using the library, running a busy enquiry desk over lunch periods so that the librarian can manage co-curricular activities. To take responsibility for daily library tasks including book processing and displays.

### **Qualities**

An organised and proactive team player who can help and supervise students using the library and student library helpers. You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

### **Main duties and responsibilities**

- Supervision of students using the library
- Directing students so they can find reading material and are using the space appropriately.
- Organisation and supervision of student librarian team who help with a variety of lunchtime jobs.
- Dealing with account enquiries such as overdue books, reservations, and online subscription access.
- Issuing and returning books.
- Stationery sales.
- Book processing and shelving.
- Designing topical book displays.

### **Person Specification**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>
Education and training	◦ GCSE in English and Maths, grade C or above (or equivalent).	
Experience	◦ Be comfortable with IT and willing to learn how to use the library's catalogue and online resources.	◦ Previous work in primary or secondary education setting.

	<ul style="list-style-type: none"> <li>◦ Working independently without close supervision.</li> <li>◦ Customer service</li> </ul>	<ul style="list-style-type: none"> <li>◦ Working with Microsoft Office 365 or equivalent systems.</li> <li>◦ Work in a library.</li> <li>◦ Supervision of staff or volunteers.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>◦ Ability to communicate effectively with people at all levels.</li> <li>◦ Feel positive and confident talking to students.</li> </ul>	
Other skills and qualities	<ul style="list-style-type: none"> <li>◦ Flexibility and adaptability.</li> <li>◦ Proactive and highly organised.</li> <li>◦ Able to work under pressure in a busy environment.</li> <li>◦ Ability to work effectively in a team.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Have a basic understanding of data protection.</li> <li>◦ Have an interest in books and be willing to engage students about their reading activities.</li> </ul>