

ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

Library Assistant

Post Holder

Salary Grade BG2(a) Spinal Range 12 - 15

Contractual Weeks 39 weeks per year (Term Time only)

Contracted Hours 27.5 hours per week (Monday – Friday 08.30-14.00)

KEY ROLE AND RESPONSIBILITIES

To support the School Librarian in providing and maintaining an effective School Library service to both staff and students, which supports both the Curriculum but also individual development.

MAIN DUTIES

Reporting direct to the School Librarian and through him/her to the Head of English, the post holder is required to:-

- Assist staff and students to use the facility effectively including copying provision and assistance with general IT
- Oversee students working on computer equipment, ensuring that the use is appropriate
- Develop an active appreciation of the requirements of the curriculum to ensure good provision of resources
- Liaise with Subject Leaders to establish need and to promote the use of the Library as a support to learning and a source of fiction and leisure reading
- Assist with the selection and purchase of stock, in liaison with the School Librarian
- Provide induction programmes for students and student librarians
- Ensure the library is orderly and attractive to users with good clear guidance and appropriate use of posters and signs
- Undertake a range of administrative tasks associated with processing new materials, issuing and returning resources and the preparation, issue and follow up of overdue notices
- Maintain computerised library database
- Carry out periodic checks that resources are shelved correctly, including checks of condition for repair or disposal
- Supervision of 6th Form Study and students' use of the library to ensure that a quiet working environment is maintained
- Deputise for the School Librarian in her absence
- Provide general administrative assistance to other areas of the school ie filing as and when required, workload permitting

SUPPORT FOR THE SCHOOL

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

Signed

Post Holder

Date

Signed School Business Manager Date