



JOB TITLE	Library Assistant
DEPARTMENT	Library
REPORTS TO	Librarian

JOB SUMMARY:

The School Library Assistant's main role is to assist the School Librarian in promoting and developing the School Library in order to provide an efficient service to pupils, parents and staff. They are responsible to the School Librarian.

KEY DUTIES AND RESPONSIBILITIES:

- To assist pupils to make effective use of the library and other information sources by advising them on the selection of books, other resources and the use of the library catalogue and other information retrieval systems.
- To undertake a range of administrative routines associated with processing new materials, issuing and returning books and other materials, and the preparation of and issue of overdue notices.
- To maintain the Library catalogue; including pupil borrower records, book reservations etc.
- To assist teachers in selecting books and other learning materials to resource the curriculum.
- To assist in the organisation of, and participate in, library events to promote a whole school reading culture and the use of the library.
- To plan and deliver extracurricular activities as appropriate e.g. a book group, afterschool club.
- To receive and check deliveries of new stock for the library.
- To prepare new books and other learning materials for library use, including cataloguing and classification, and to repair damaged books where appropriate.
- To maintain a safe and stimulating library environment, including both supervising pupils' use of the library and creating displays etc., in compliance with the school's health and safety policy.
- To share stories with classes or small groups of pupils to enrich their library experience.
- To be proficient in using a range of ICT technology; including Microsoft Office, digital cameras, websites, apps and social media.
- To assist with stock maintenance procedures including stock checks and the removal of out dated or damaged materials.
- To support the training and development of Pupil Library Assistants.
- To keep the library in good order; shelve returned items daily, follow closing procedures at end of day.
- To be welcoming and enthusiastic at all times.
- Any other duties commensurate with the grade and nature of the post.

**SAFEGUARDING:**

- The postholder will be required to submit an Enhanced Disclosure and Barring Check (DBS).
- The postholder is responsible for promoting and safeguarding the welfare of all children and young person's they are responsible for, or come into contact with.

ST AUBYN'S POLICY AND PROCEDURE

- The postholder is required to actively follow and abide by all St Aubyn's policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager or Head of Department/Section.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.