



## **Part Time Library Assistant**

**(12pm – 17:30pm)**

**Term Time only**

**Range 1 Scale 1-3 (£21,213 – £22,002)**

**Pro Rata Actual Salary (£13,513- £14,004)**

**Required January 2020**

We are looking for an energetic and enthusiastic Library Assistant to contribute to the continued development of this highly valued resource in this exciting and successful school. The ideal applicant will have good ICT skills and knowledge of Eclipse.net would be an advantage but training will be arranged if necessary.

The successful candidate will:

- assist in the day to day running of a busy library
- provide support for all users of the Library resources and facilities
- assist in organising a range of events to promote the value of reading and literacy throughout the whole school community
- deputise for the librarian in her absence

St Augustine's School, rated 'good with outstanding features' by Ofsted in December 2009, has benefited from a recent £20 million refurbishment including a brand new library. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced CRB check is required for all successful applicants.

Please email Vanessa Scott HR Manager [vscott@stahigh.org](mailto:vscott@stahigh.org) for further details and an application pack.

**Closing date: Friday November 29<sup>th</sup> 2019**

**Interviews week beginning December 2<sup>nd</sup> 2019**

## Job Description

**Department:** Library

**Responsible to:** School Librarian

**Job Purpose:** To assist the School Librarian to promote and develop the school library in order to provide an efficient service to pupils and staff.

**Main Functions:**

- Manage the issuing and returning of the library's stock
- Shelve stock and keeping the library in good order
- Provide support for cataloguing of new material to the library collection. Processing new material so that it is ready for shelving
- Manage the library management system
- Manage the students who use the library after school
- Facilitate reading groups after school in the library
- Run the overdue system
- Help library users find material to meet their needs
- Assist library users to become proficient in using on-line resources
- Encourage students and staff to using the library through supporting a range of library based activities
- Supporting the school librarian with the supervision of students using the library
- Work towards and support the school vision and current school objectives as outlined in the school development with a focus upon developing literacy and a love of reading across the student body this includes supporting the librarian with Accelerated Reader and reading age assessments.
- Other duties reasonable to assist in the smooth operation of the library

## **Person Specification**

### **Education:**

- A good undergraduate degree (English degree preferred) Essential
- A postgraduate qualification in Librarianship or Information Science (Desirable)

### **Experience:**

- Experience of the Aleph Library Management system or similar
- Previous experience of working in a school or other academic environment
- Experience of working in an academic environment (Desirable)
- Experience of organising and giving library inductions.
- Excellent IT skills

### **Responsibilities:**

- All aspects of circulation (staff training, set-up, maintenance, fines, loans etc.)
- Reader services involving modern materials, including staff/user education and enforcement of Library/School rules.
- Monitoring all library electronic equipment and students providing staff/user training
- Support in setting up of reading tests and tracking students' progress on the Reading Plus programme. Training will be provided.
- To oversee reading clubs and support the school drive to encourage reading for pleasure.
- Deputise for the Librarian in her absence
- Any other duties as required

### **Skills and Personal Qualities:**

- Excellent interpersonal skills
- Ability to deal with readers and colleagues in a friendly, proactive and professional manner
- Ability to work alone and as part of a team
- Ability to communicate well within the school and wider communities
- Good organisational skills
- Keen to promote a welcoming and helpful image of the library
- Ability to develop a culture of mutual respect with the pupils
- Enjoy working with young people
- Have an interest in children's literature
- Be interested in their own professional development
- Support and contribute to the school's responsibility for safeguarding students