JOB DESCRIPTION

POST TITLE: Library Assistant

LINE MANAGER: Library and Resources Manager

PART TIME: 20 hours a week, term time only
Monday, Tuesday, Wednesday & Friday 9.00 – 14.30

MAIN PURPOSE OF JOB:
To assist the Library and Resources Manager and Library team in providing a professional, efficient and customer focused Library service which supports learning and teaching across the College.

MAIN DUTIES

- To maintain a welcoming, supportive atmosphere, conducive to positive learning experiences.
- To support students to research effectively and to encourage wider reading.
- To maintain high quality stock.
- To provide assistance to staff and students, ensuring that the best use is made of resources and facilities.
- To carry out general library routines at the Library desk.
- To shelve returned resources and keep the Library and its stock clean, tidy and in good order.
- To process new stock.
- To promote Library resources and services, produce publicity materials and create displays in the Library.
- To assist with study skills, EPQ and research workshops.
- To assist teaching staff in identifying appropriate resources to support the curriculum.
- To participate in the monitoring of Library services through surveys and feedback.
- To share responsibility for the operation of the Library's stationery shop.
- To assist in the maintenance of the Library Management System and to ensure the maintenance of accurate and up to date records.
- To carry out other such reasonable duties commensurate with this position as determined by the Library and Resources Manager or Principal with respect to unexpected College needs.
- To contribute towards self-assessment and development planning in respect of the Library and other areas as appropriate.
- To adhere to College's policies and procedures e.g. Safeguarding, Health & Safety, GDPR, Equal Opportunities.
- Willingness to participate in various cross College events such as Open Events, etc.

The information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process

- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Experience	• Experience of working in a Library or another front line service • An understanding of the needs of young people in an academic setting and confidence to manage behaviour in the Library	• Experience of using a Library Management system (Heritage)
Qualifications	• 4 GCSE passes (or equivalent) to include Maths and English Language	
Training	• Willing to undergo further training if required	
Knowledge, Skills and Attributes	• Ability to communicate easily with students and staff and maintain high standards of customer care • Confident research skills using print and online resources • Ability to use ICT packages and equipment effectively to support learning • Ability to work successfully on his/her own and as part of a small team • Ability to work accurately and systematically • Excellent numeracy and literacy skills. • Excellent verbal and written communication skills. • Flexible and adaptable in relation to duties • Positive attitude and genuine interest in Library work • Ability to follow directions and work in collaboration with Library and Resources Manager	• Experience of delivering study and research skills workshops • Knowledge of popular and literary fiction and an enthusiasm for promoting books