



# LIBRARY ASSISTANT

## SALARY AND HOURS OF WORK

### *Scale C-D, Points 3-5*

20 hours per week – 10.30 am to 2.30 pm Monday to Friday

39 working weeks per year – term-time plus 5 training days

## RESPONSIBLE TO

- Library Manager

## IMPORTANT INTERNAL RELATIONSHIPS

- The Leadership Group
- Heads of Department/Year
- Teaching/tutor staff
- Other Support Staff
- Students – as users of the Library and as Library monitors

## MAIN JOB PURPOSE

The main responsibility of the post will be to assist the Library Manager to manage the Library such that it enhances the educational provision within the school, supports teaching and learning and provides students with a positive environment conducive to the concept of learning in the widest sense. The Library should support the curriculum the students follow as well as providing a wide range of other resources both fiction and non-fiction which will excite and inspire our students. The Library houses the Careers Resources Centre and the maintenance of this area is also the responsibility of the Library Manager.

## MAIN DUTIES

### General

- Assisting students and staff with locating library resources and other queries
- Issuing, returning and reserving books using the Eclipse library system
- Inputting the data of new library users and editing the data of current and former library users
- Maintaining and updating the Eclipse library system when required in order to keep it running effectively
- Researching themes for promoting reading and creating corresponding displays

### Resources

- Organising library resources by means of tidying and arranging shelves, stock checks and clearing up after library lessons and lunchtime and breaktime activities
- Managing student course books used by the Science department, including ensuring their return and good physical condition and arranging their reissue to students new to the course
- Responsible for maintaining the physical condition of library stock, including damage prevention and repairs
- Scanning newspapers for articles relevant to the school and education generally on a daily basis, preparing and delivering copies for relevant teaching staff and organising the collection and disposal of used newspapers and magazines
- Researching and creating resource collections as and when requested
- Researching trending texts, predicting popular new texts, liaising with staff and considering student recommendations in order to contribute to the regular purchases of new library resources
- Regularly collating overdue data and responding accordingly – contacting students, parents and tutors
- Adding new resources to the library catalogue and updating resource information when required
- Maintaining IT equipment and supporting students with the use of these resources



**Staff and Students:**

- Managing behaviour of students using the library – particularly sixth form students and those working independently during lesson time
- Monitoring and recording attendance of students working independently in the library during study periods and sending this data to the attendance office
- Assisting with the preparation and running of library activities during Open Evenings including giving informative tours
- Assist in registering sixth form super-curricular lessons
- Training library monitors and reporting the quality of their work
- Supporting and assisting the Library Manager during Year 7 Inductions
- Assisting and preparing resources for book clubs
- Assisting with and preparing resources for library-based activities during Activity Week and World Book Day
- Any other reasonable duties as requested