

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post of Library Assistant

- Supervision of students using the school library at break and lunch times and after school on selected days. This will include assisting with research, selecting of suitable literacy and interest level reading material and appropriate computer use.
- Use the Library computer system for routine functions; issue and return of resources to students and staff, process book reservations and requests, monitor overdue stock and undertake general maintenance of Library Housekeeping and Database system.
- Processing and cataloguing new stock.
- Repair damaged books and other resources as appropriate.
- Develop, maintain and use links with external library services, suppliers, retailers etc. to enhance and develop schools' resources.
- In liaison with teaching staff, arrange and implement induction sessions for primary and Year 7 pupils and for new staff.
- Shelving books and general tidying of book shelves.
- Weeding out-of-date, unused or damaged stock and repairing where appropriate. Stocktaking as necessary.
- Undertaking photocopying and other routine clerical tasks, including newspaper and magazine supplies.
- Maintain statistics on usage of various aspects of the library.
- End of year clearance for years 11 and 13.
- In liaison with teaching and library staff, promote literacy and wider reading, for example mounting display, help with organising author visits, running clubs and competitions.
- Attend training courses as available to improve skills and knowledge in the promotion of literacy, computer and research skills and effective library practice.
- The Assistant Librarian should make her/himself aware of the health and safety regulations that pertain to the activities taking place in the library and the evacuation procedure in case of an emergency.
- Maintain book and reading promotion within the library, eg shelf labels and Book of the Week.
- Keep library display boards around the school up-to-date to promote reading, library resources and activities.
- Help run and promote Accelerated Reader and provide admin support to staff and pupils.

The postholder will be expected to undertake any other reasonable task or responsibility, which may be required under the direction of their *line manager*, which is not covered by the above.