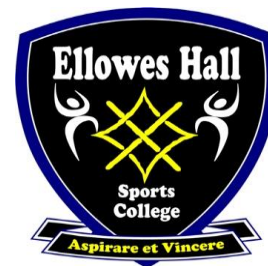


ELLOWES HALL SPORTS COLLEGE RECRUITMENT JOB DESCRIPTION



JOB TITLE: LIBRARY ASSISTANT

DEPARTMENT: ADMINISTRATION/ENGLISH DEPARTMENT

TYPE OF CONTRACT: APPRENTICESHIP

REPORTS TO: HEAD OF ENGLISH

STAFF RESPONSIBLE FOR: NONE

MAIN PURPOSE OF THE JOB:

To assist the Librarian in promoting and developing the school library in order to provide an effective service to pupils and staff.

DUTIES TO INCLUDE:

- Managing the issue and return of books accurately.
- Keeping the library tidy and put books away in the correct place.
- Removal of dated books, under the direction of the librarian.
- Repairing of damaged books before returning to the shelves.
- Provide support for cataloguing of new books to the library collection and label accordingly.
- To help and encourage students to use the library to increase the use of resources.
- Assist students in finding the correct book for their AR level.
- Supporting the school librarian with the supervision of student behaviour whilst using the library and computer rooms including during lunchtime.

- Keep the AR displays up to date.
- Ensure books taken out are recorded on the students strike card and stamped with a return date.
- Assist students and staff in the use of the LRC equipment.
- To research resources for curriculum use as directed by the teaching staff.
- Photocopying, sending emails, answering the phone.
- To assist in the smooth running of the library.
- Keep student records up to date on the library system.

SUPPORT FOR THE SCHOOL:

- * Promoting the good name of the School and contributing positively to the overall ethos/work/aims of the school
- * Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, E- Safety, Security, Confidentiality and Data Protection.
- * Attend and participate in meetings as required
- * Participate in training, other learning activities and performance development as required
- * Any other duties commensurate with the duties/responsibilities/grade of the post
- * Recognise own strengths and areas of expertise and use these to advise and support others
- * All staff in School will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes
- * It is the responsibility of all adults employed at Ellowes Hall Sports College to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

PERSON SPECIFICATIONS QUALITIES & ATTRIBUTES:

- * Understanding and respect for confidentiality in relation to all issues connected with this role
- * To be reliable and have high standards of punctuality and attendance
- * To have a polite, friendly and flexible approach to work
- * To have excellent communication skills
- * Ability to relate well to children and adults and to form and maintain appropriate relationships and personal boundaries with children and young people
- * Able to work constructively as part of a team, understanding school rules and responsibilities.
- * To follow instructions
- * To have a keen interest in reading.
- * To keep calm and retain 'cheerfulness' under pressure

EXPERIENCE/QUALIFICATIONS/TRAINING:

- * Minimum grade C GCSE (or equivalent) in English and English literature.
- * Ability to use relevant technology such as computer, photocopier, laminator, collator etc
- * Good numeracy and literacy skills
- * Basic level of ICT skills