

<b>Role Title:</b>	<b>Library Assistant</b>
<b>Location:</b>	<b>School Library, The Leys School</b>
<b>Responsible to:</b>	<b>Librarian</b>
<p><b>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.</b></p>	
<p><b>Main purpose of the role</b></p> <p>To provide an excellent level of customer service to library users, complete administration tasks and deal with all user enquiries.</p> <p><b>Working Pattern:</b></p> <ul style="list-style-type: none"> <li>• Wednesday &amp; Friday 16.00 – 21.00 (including 45-minute unpaid break, complimentary freshly cooked hot meal provided)</li> <li>• Alternate Saturdays 08.25 – 12.25</li> <li>• Term time only (please see <a href="http://www.theleys.net">www.theleys.net</a> for term dates). This role will not be required to work on the Fridays or Saturdays when school closes for half term, end of term or leave weekends.</li> </ul>	
<p><b>Main duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• To undertake administration tasks for stock circulation using the computerised Library Management System, including issuing, returning, and reserving resources as required</li> <li>• To deal with enquiries from library users</li> <li>• To supervise behaviour of library users</li> <li>• Ensure regular shelving of returned books &amp; shelf tidy as necessary.</li> <li>• To process books/journals etc as required using the materials provided.</li> <li>• To problem solve any PC and Printer issues for users</li> <li>• To be responsible for the general presentation and security of the Library and its users while on duty</li> <li>• At the close of the weekday shift ensure the Library building is secure &amp; equipment is in good working order before closing down</li> <li>• On Saturday shifts to unlock and open the library first thing ready for service and to close down and secure the library at the end of morning school</li> <li>• To leave any handover messages for Library colleagues by email</li> <li>• To undertake any other routine tasks as requested by the Librarian</li> </ul>	

## **Safeguarding responsibilities**

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
  - To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
  - To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
  - A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
  - A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

## **General Tasks**

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Director Pastoral Care, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

**The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**

## Person Specification

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<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Literate &amp; numerate with GCSE English &amp; Maths Grade 5 (as min)</li> <li>Educated A Level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>CLAIT/ECDL</li> </ul>	<ul style="list-style-type: none"> <li>Production of the applicant's certificates</li> <li>Discussion at interview</li> <li>Independent verification of qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Ability to work on own initiative and supervise pupils as necessary.</li> <li>Previous library experience (or similar in a research or academic environment)</li> <li>Ability to work unsupervised.</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory experience (to manage pupils)</li> <li>Experience of a Library Management System</li> </ul>	<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Must like teenagers and possess the ability to interact with them effectively and safely.</li> <li>Approachable / friendly</li> <li>Flexible and responsible attitude</li> <li>Excellent communicator - oral/written at all levels</li> <li>Punctual</li> <li>Excellent organisational skills</li> </ul>		<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Computer literate - Microsoft Office / Internet access as reference tool</li> </ul>		<ul style="list-style-type: none"> <li>Contents of the application form</li> <li>Interview</li> <li>Professional references</li> </ul>

# THE Leys