

## OUTLINE JOB DESCRIPTION

**Job Title**                      **Library Assistant**

**Job Purpose:**                To support the Librarian in the daily running of the Library including supervision of library users and administration of library resources

**Responsible to:**            Librarian

**Tasks:**                        Supervision of library users generally  
Operation of the computerised library management system for the issue, return and renewal of books  
Assisting with processing and cataloguing of new books and resources  
Maintaining the stock in good order and repair  
Processing, distribution and filing of newspapers and magazines.  
Helping library users to locate books and information.  
Assisting users with printing and photocopying requirements.  
Assisting with book displays and other promotional activities  
Shelving and tidying of books.  
**Taking sole charge of the library for one day per week**

### Person Specification

- Love of literature with an interest and enthusiasm for books
- Ability to deal with pupils and staff in a patient, sensitive manner in a busy environment
- Methodical and able to pay attention to detail, to ensure accuracy in shelving, cataloguing and issuing of books
- Promote a calm learning environment
- Able to undertake a large amount of shelving and ensure tidiness
- Interest and knowledge of books
- Artistic flair combined with familiarity of Publisher software, in order to produce leaflets, posters and displays
- Good ICT skills including Word, Excel and Publisher
- Ability to prioritise and use initiative
- Good communication skills
- Able to present a positive image
- Flexible attitude – To undertake additional tasks commensurate with the role
- Ability to work in line with Trust policies and procedures

## **SAFEGUARDING CHILDREN**

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act, Keeping Pupil's Safe in Education and the school's own Safeguarding Policy in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.