



Post:	Administrative Assistant - Library
Responsible to:	Head of English
Responsible for:	N/A
Grade/Pay Range:	2020 Scale 6 (2019 Band 3) Actual Salary: £19085 - £20995
Hours:	37 Hours per week Mon –Thurs 8.00 am – 4.30 pm, Friday – 8.00 – 4.00 pm (Term Time Only)

Job Description

Purpose

To help develop a centre of excellence that is vibrant and seen as an integral part of the school and its educational ethos.

Duties

- Develop and manage the operation, systems and procedures of the school library, in accordance with agreed policies/plans
- Manage the school library budget in accordance with the library policy and development plan
- Prepare and present such reports (financial, usage) as may be required by the headteacher and/or governing body
- Management of other staff and volunteers working in the library
- Manage pupil conduct in the library in accordance with appropriate school policies
- Manage and control stock, including researching resource availability, cost etc., making purchases, processing orders, recording receipts and losses etc.
- In liaison with teaching staff arrange, where possible, for the availability of resources relevant to the curriculum
- 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. Organize and oversee Accelerated Reader online activities for students in years 7 and 8, including Star Reading online literacy tests and quizzes
- Promote library resource to staff and pupils through the organisation of book weeks/visits/newsletters etc.
- Issue library books and maintain computerised/manual library records
- Implement procedures for recovery of overdue and/or non-returned books
- Catalogue and prepare new books
- Repair damaged books and other resources as appropriate
- Arrange collection of money e.g. for lost books, photocopying
- Responsibility for maintaining tidy and accessible resource centre including production and arrangement of relevant displays, notices etc.
- Provide advice and assistance to pupils and staff in the procedures, systems and use of the school library/study centre



Bronze



- Advise on copyright issues and comply with Data Protection legislation
- Undertake photocopying, word processing and other clerical/administrative work as required
- Liaise with the English department to deliver annual literary related celebrations such as World Book Day and Harry Potter Book Night
- To supervise the library before morning registration, and help support during break time and at lunchtime
- To supervise the library during Homework Club after school
- To supervise Sixth Form students during their timetabled Supervised Study sessions
- Accommodate the use of the library for assemblies and presentations on an ad hoc basis
- To curate the school's historical archive
- Update the library Twitter feed with relevant news and items of interest
- Liaise with the English department regarding the delivery of the Accelerated Reader programme for Years 7 and 8
- To encourage, promote and manage the students' use of the library and all its resources both as a source of leisure activity and a more formal study tool.
- To help teaching and support staff in any way that enhances their lessons and personal training. To encourage the use of the school library as a first resort rather than last.
- To be available to promote the resource centre/library at open nights etc in order to enhance the public perception of the school as a dynamic provider of educational opportunities.
- To help develop a team of pupil librarians to help with clerical duties.
- To support our EPQ provision by ensuring students have adequate resources.
- To undertake any reasonable tasks, specified by the line manager, Subject Leader, English, which raise awareness of the importance of books and reading.
- Such other duties as the Headteacher or Governors may from time to time require.

General Duties

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



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Person Specification

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of delivering an efficient and effective school library service (desirable). Full training is given. Educated to NVQ Level 3
	Literacy	NVQ Level 3 in English or equivalent
	Numeracy	NVQ Level 3 in Numeracy or equivalent
	Technology	Ability to maintain computerised library records and use administrative IT packages
Communication	Written	Ability to write reports
	Verbal	Ability to use clear language to communicate information unambiguously
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Ability to give clear instructions
Working with children	Behaviour Management	Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of pupils whilst using the library
	SEN	Ability to support children through appropriate resources in support of teaching and learning
	Curriculum	Good understanding of the school curriculum in support of learning materials
	Child Development	Awareness and understanding of child development in relation to library resources
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information

Aspiration
Respect
Endeavour

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Headteacher: Mrs S Jenner
Chief Executive Officer: Mr P Banks



Roding Valley
HIGH SCHOOL

Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions accurately Ability to deal with unexpected problems
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

