



JOB DESCRIPTION

Job Title	Library Assistant
Grade	Scale 3
Reports to	Head of Faculty / Literacy Coordinator
Liaison with	Teaching staff, Support staff, students and outside agencies
Job Purpose	To provide an efficient and effective library service in the school
Duties	<ul style="list-style-type: none"> To maintain the school library stock, putting away returned books, updating and cataloguing stock as necessary To update, catalogue and maintain reading books To liaise with the School Library Service, choosing and cataloguing exchanged books. Order, check, distribute and arrange collection of Topic and Literacy loans termly. To provide guidance to children and staff when choosing books To locate / obtain individual books / artefacts / resources requested by teachers To liaise with the local Library, arranging class visits / workshops. Advertising / distributing information about special reading events in Essex Libraries. To liaise with the Literacy Co-ordinator for special book events i.e. visiting author, Readathon, World Book Day, sending details / correspondence to parents, distribution of vouchers etc. Maintenance of tidy and accessible resource centre including production and arrangement of relevant displays, notices etc. Contribute to the supervision of students in the library at break time and lunchtime, dealing with conduct and behaviour issues in accordance with appropriate school policies. Support pupils as directed by the Literacy Coordinator to improve reading and comprehension, tracking progress and maintaining appropriate records. Management of the library booking system through outlook calendar. Administration duties as required
Attributes / Experience	<ul style="list-style-type: none"> High organisational skills and attention to detail Creative flare and ability to think "outside of the box" IT knowledge to include use of internet, emails and excel Willingness to take on various tasks and ability to learn from others Training will be provided for the right candidate
General	<ul style="list-style-type: none"> 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. The duties above are neither exclusive nor exhaustive and the post holder may be required by the Deputy Headteacher / Headteacher to carry out appropriate duties within the context of the job, skills and grade.