



## Job Description Library Assistant

### PURPOSE OF JOB

Chelmsford County High School is an Academy girls' School with about 1050 students, aged 11 to 18, and over 150 staff comprising teaching and support staff. The Library and Resources Centre is at the heart of the school and is staffed by a Librarian and part-time assistant. The overall purpose of the job is to assist in the day-to-day running and long-term development of the Library as a high quality information service for students and staff.

### DUTIES AND RESPONSIBILITIES

The post holder will be expected to:

#### GENERAL

- To help foster and maintain a welcoming atmosphere conducive to silent study and reading.
- Promotion and reader development.
- To take a lead role in encouraging and promoting reading for pleasure throughout the school.
- To help organise promotions and special events (e.g. author events, World Book Day) and to lead or co-lead reading groups.
- To develop displays to promote the library's resources and services.
- To contribute to the Library's Newsletter and VLE page.
- To promote awareness and usage of online subscription resources among students and staff.
- To encourage pupils and staff in the academic research and study in the library.
- To assist in the planning and relocation of the library to the current gym

#### COLLECTION MANAGEMENT

- To assist in the general management of resources (print and electronic), including identifying relevant resources for selection (and de-selection).
- To catalogue resources as directed by the Librarian. (The Librarian will be responsible for all subject classification.)
- To work with teaching staff to build up knowledge of specific curriculum resources.
- To take responsibility for the daily re-shelving and tidying of the resources.

- To help manage the library management system (Oliver), including supporting the Librarian in the training of staff and students in its use.

#### **INFORMATION LITERACY TRAINING**

- To be proactive in assisting individual students (or staff) with enquiries.
- With the Librarian and/or teaching staff, help to create and deliver Library inductions and information literacy training to support students' development as independent learners

#### **MANAGEMENT**

- To record, collate and present statistical information on a range of the library's activities, including individual and class visits, circulation statistics, usage statistics (e.g. for online subscriptions).
- To take an active and sometimes lead role in a variety of one-off projects, as guided by the Librarian.
- To deputise for the Librarian when required.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder will be expected to work flexibly and carry out all duties in compliance with the School's policies.