

School Library Assistant Position Description



<p>Position: School Library Assistant Team: Learning and Teaching Support Reporting to: Lead Librarian Responsible to: Deputy Principal</p> <p>KEY Objectives: To assist the School Library Manager with the daily operation of the school library service</p> <p>Refer to the Person Specification for Library Assistant</p>	<p>Position: School Library Assistant Team: Learning and Teaching Support Reporting to: Lead Librarian Responsible to: Deputy Principal</p> <p>KEY Objectives: To assist the School Library Manager with the daily operation of the school library service</p>
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Key Tasks	Expected Outcomes
<p>Promote the role of the School Library:</p> <ul style="list-style-type: none"> The School Library Assistant (SLA) is expected to assist the Library team to promote the role of the library and the range of accessible resources <p>Assist with managing the Library space:</p> <ul style="list-style-type: none"> The SLA is expected to support the day-to-day systems and workflows in the library and assist the Library team with these processes <p>Maintain resources:</p> <ul style="list-style-type: none"> The SLA assists with the development of the collection, to support reading and learning programs and the processing and preparation of resources <p>Administration support:</p> <ul style="list-style-type: none"> The SLA is expected to provide administrative support to the Library team <p>Health and Safety:</p> <ul style="list-style-type: none"> All staff have a responsibility to work towards ensuring that the school's Health and Safety Policy is effective <p>The School Library Assistant carries out other duties as assigned by the Lead Librarian</p>	<ul style="list-style-type: none"> Requests for assistance from students and staff about their learning and teaching receive a confident and appropriate response Contribute to the documentation of library procedures such as library handbook/staff manual Allocated tasks are completed in a timely manner to a high standard such as processing and preparing resources for the library Staff the library during 'out of class' times to ensure high service levels are consistently achieved Make recommendations of print and online resources for purchase/access for students and staff Carry out processing of resources according to procedures and standards set by the Manager Assist with the development of resources, to support teaching and learning programmes Complete agreed tasks and clerical duties efficiently as and when required Take responsibility for personal safety and wellbeing Contribute to a culture of teamwork, respect and collegiality amongst staff that reflects the key objectives of this role in the organisation Contribute to a safe working and learning environment: <ul style="list-style-type: none"> practising safe work methods, proper use of safety equipment active participation to eliminate and minimise workplace risks

Employment Details:

GRADE: B Step: 2

Number of HOURS: up to 15 hours (per week)

Number of WEEKS: 39 weeks (per year) Fixed Term until 10/12/21.

Hours worked DAILY: As required by Lead Librarian

Signed: _____ Principal

_____ School Library Assistant

Date _____

SPECIAL CONDITIONS:

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified. **This job description will be reviewed annually during the appraisal process, and will be varied in the light of the needs of the school.** The job description sets out the main duties of the position at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.