

Library Assistant

22 hours per week: Monday, 10am – 4.30pm, Tuesday and Thursday, 10am – 2.30pm, Friday 8am – 3.30pm Term Time Only

Grade 4 £23,500 (pro rata approx. £11,769 per annum)

Fixed term contract until July 2024 (ending 19.07.2024)

Start date: as soon as possible

Closing date: Friday 19th January 2024

Interview date: week commencing 22nd January 2024

This is a great opportunity for a person who is passionate about reading and loves to suggest books to suit every individual.

‘Staff are enthusiastic about working at the school. They are also very positive about leaders’ attention to their well-being. Leaders are considerate of staff workload.’ – Ofsted report 2022

We are looking for an individual who can:

- Establish a positive working relationship with all students, staff and visitors
- Deputise for the Librarian when necessary
- Use the Accessit library management system to issue and return books
- Shelf returned resources (may occasionally require some heavy lifting)
- Support students and staff to choose and locate library books during lessons and at other times
- Support students and staff to use the computers and photocopier
- Help with supervision of students during break and lunchtime
- Use the Accelerated Reader and STAR Reading software to monitor student progress and prepare regular reports
- Assist with processing new books, repairs and withdrawals.
- Be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.
- Assist in additional other library-related duties which may arise during the working day
- Support with other general duties when required to do so by line managers or a member of the Headship Team.

What we expect from you is:

- Good communication skills.
- Effective use of ICT to support organisation and communication.
- Flexibility and ability to respond to changes in plans rapidly.
- A minimum of 5 GCSE passes A* to C, including English and Mathematics.

Full training in the Accessit system will be given to the successful applicant.

Please see our website for an application form and further details.

THE ANGMERING SCHOOL, STATION ROAD, WEST SUSSEX, BN16 4HH Tel. 01903 772351 Fax 01903 850752

e-mail recruitment@theangmeringschool.co.uk website www.angmeringschool.co.uk

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.. The post is subject to a Criminal Records Check. **Only completion of all appropriate forms will be considered for short listing. In light of potentially high volume of applicants, you will only be contacted if successfully invited to interview.**