



## JOB DESCRIPTION

Job Title: Library Assistant

Start Date: asap

Accountable to: Librarian

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

- The primary focus of this post is to provide support for the library
- To promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.
- To deputise for the Librarian as required.
- To present a professional image in terms of dress code and attitude.
- To support the progress of students.

### About The Angmering School:

The Angmering School is a secondary school with 1,350 students of which 170 are in sixth form. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

Main Duties to include:

- Establishing a positive working relationship with all students, staff and visitors
- Assisting the Librarian in helping teaching staff and students use and enjoy the Library facilities for both research and leisure.
- Assisting the Librarian in all the daily routines necessary to monitor the use of library resources.
- Deputising for the Librarian as required.
- Using the Accessit library management system to issue and return books
- Shelving returned resources (may occasionally require some heavy lifting)
- Supporting students and staff to choose and locate library books during lessons and at other times
- Supporting students and staff to use the computers and photocopier
- Helping with supervision of students during break and lunchtime
- Using the Accelerated Reader and STAR Reading software to monitor student progress and prepare regular reports
- Assisting with processing new books, repairs and withdrawals.
- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.
- Additional other library-related duties which may arise during the working day
- Other general duties when required to do so by line managers or a member of the Headship Team.

### Health and Safety:

- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

## Person Specification

[illegible]



This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

### **Safer Recruitment**

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.