**JOB DESCRIPTION**

Job Title: Library Assistant

Start Date: September 2025

Accountable to: Librarian

Hours: 9 hours per week: Wednesdays and Fridays 10am to 2:30pm. 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:

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| * 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**

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| Key areas: | Key attributes: | Essential or Desirable |
| Skills required | * Have good interpersonal, organisation and keyboard skills. * Have a good working knowledge of Microsoft Word and Excel and their Google equivalents * Be able to prioritise their work, use their initiative and be prepared to be flexible. * To use their discretion and respect the confidentiality of some of their work. * To be resilient, and be able to work well under pressure. * To possess a good sense of humour. * To be able to use a range of strategies to engage with students and staff. * Actively support and implement all school rules, policies and expectations. * To demonstrate commitment to equal opportunities. * To be a role model for staff and students. * Have (equivalent) level 2 or above qualifications * Be happy, confident and effective when working with young people and their families. * A good communicator. * Knowledge and enjoyment of books for 11 to 18 year olds. | Essential  Essential  Essential  Essential    Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable |
| Experience | * Working with adults and students. * Have an awareness of Health & Safety in the workplace. | Desirable  Desirable |
| Attitude & Approach | * Professional and approachable attitude. * Enthusiastic in all aspects of work and training. * Attention to detail. * Motivated. * Reliable & punctual. * Well presented. * Assertive when appropriate. * Ability to work in an extremely busy environment whilst keeping a smile on your face. | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |

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.