Assistant Librarian

Job Description

Job Purpose
Duties of Assistant Librarians may vary according to the operational requirements of the individual school library in which they are working. Key duties will be to:

Main Duties:

- Deal with enquiries from students and teaching staff for books and information
- Issue and return library resources and retrieve overdue books
- Handle Petty Cash
- Shelve returned books and other materials and keep shelves tidy and in good order
- Order Processing: selection and purchase of book stock and library materials within delegated budget
- Accession and processing of new library resources
- Care for and maintain library resources
- Undertake stock withdrawals, annual stock check, recycle/update stock
- Supervise groups of pupils at breaks and lunchtime, referring to duty staff as required
- Teach library skills (information literacy/citation) to students and carry out other talks as required
- Use computerised systems for administrative and information purposes
- Maintain appropriate financial and administrative systems including data input in to library databases
- Help to promote the libraries and their services to teaching staff and pupils and assist with specific promotional activities and projects including display work
- Report any maintenance and care problems concerning fixtures, fittings and furniture to relevant staff
- Maintain a calendar of key action points
- Establish links with relevant teaching staff and support the curriculum
- Support school policies and National Awareness Days with displays
- Promote Reading and Reading For Pleasure with displays and presentations
- Manage Accelerated Reader (users, reports, etc.)
- Organise and Manage Student Librarians

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Health & Safety

- To take reasonable care of own health and safety with due care for others who might be affected by what you do or do not do
- To be familiar with emergency and First Aid procedures
- To use work items provided correctly and in accordance with training and instructions
- To ensure tasks are completed in a safe manner
- To cooperate with all aspects and issues regarding health and safety
- To report any health and safety concerns to your line manager as soon as possible
- To adhere to the School's and health and safety policies and, in particular, child protection policies

Safeguarding

- All staff have a responsibility to ensure that all School Child Protection policies are adhered to and concerns are raised in accordance with these policies.

Security and data protection

- All employees are expected to work within the confines of the General Data Protection Regulations and to take appropriate measures to ensure the security and confidentiality of data.

Other Duties

- All staff are expected to attend an Annual Appraisal, school and departmental meetings and training or INSET sessions as directed by the Line Manager or the Head of Administration.
- Undertake any other reasonable tasks

Reporting lines

The post holder reports directly to the Library Manager
The post holder has no responsibility for managing other staff.

Person Specification

ESSENTIAL

Experience & qualifications

GCSE English and Mathematics (9-4, A*-C) or equivalent qualifications (A)
An interest in library services (S,A,I)
An interest in reading and Literacy (A,S)

Knowledge

Knowledge of books / literature (A,I)

Personal qualities and Skills

Ability to work with young people (A,I)
Information retrieval skills (A,T)
Love of books and reading (A,I,S)
Ability to work quickly, accurately and methodically (T)
Awareness of and commitment to customer care (A,I,S)
Ability to use own initiative (I)
Excellent communication skills; both verbal and written (A,I,T,S)
Ability to work under pressure and remain calm in difficult situations (I)
Ability to prioritise work and meet challenging deadlines (A,I)
Ability to plan own workload and be aware of other colleagues' priorities (I)
Open to change (I)
Ability to use discretion and have an understanding of the importance of confidentiality (I)
Ability to employ tact and diplomacy when dealing with sensitive situations (I)
A good level of self-confidence (I)
Ability to work independently and to play a role within the team (I)

Safeguarding

Motivation to work with children & young people / in an educational setting (S, A, I)
Ability to maintain personal boundaries with children & young people (A,I)
Commitment to implement the school's Behaviour Management Policy or to refer to teaching colleagues as appropriate (A, I)

DESIRABLE

Experience & qualifications

Experience of working in a library/with books (A,I,S)
Experience of working in a school (A,I,S)
Experience of working with young people (A,I,S)
Experience of planning events and having responsibility for projects (A,I,S)
Experience of display work (A,I)
Experience of talking to groups of people (A,I)
Experience of using databases, MS Office, and the Internet (A,I,T)
NVQ Qualified Librarian status (A,I)

Knowledge

Knowledge of the school's library software, Eclipse.net (A,I)
Knowledge of schools and issues relating to education (A,I)

Skills

Driving licence and use of own car (A)
Flexibility in terms of hours and location (A,I)

How this will be tested: A = application form / I = at interview / T = practical test / S = criteria used for shortlisting

Terms & Conditions

Salary
The salary for this post is Grade 5. This is equivalent to an actual starting salary of £10,679 per annum based on 17.75 hours per week, term time only. The full-time equivalent pay is £26,429 per annum.

Progression is by annual increment. Starting salary will be dependent upon qualifications and previous, directly comparable experience.

Hours
The post is for 17.75 hours per week, to be worked Monday to Friday, to be worked as follows:

Wednesday 8.00am – 2.50pm*
Thursday 8.00am – 1.25pm
Friday 8.00am – 2.00pm
*includes an unpaid lunchbreak

This post is term time only. There is also an entitlement to paid holidays, based on length of service. Leave may only be taken during school holidays.

Pension arrangements
The postholder will be entitled to join the Local Government Pension Scheme (LGPS). The LGPS is a valuable part of the pay and reward package for employees. The key features of the scheme can be found here: https://www.lgpsmember.org/toj/thinking-joining-key.php

Terms and Conditions
Thame Partnership Academy Trust employs support staff working at Lord Williams's School on the conditions of service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees. On completion of a satisfactory probationary period, the post will be confirmed as permanent.

Location
The successful applicant will be an employee of Thame Partnership Academy Trust and may be required to work on any of its sites.

Other
Thame Partnership Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure & Barring Service checks along with other relevant employment checks.

Any offer of employment is subject to satisfactory medical, reference and DBS clearance and the requirements of the Immigration, Asylum and Nationality Act.