

Job Profile: Library Assistant



Salary scale:	C2 SCP 15-19
Working hours:	22.5 hours per week
Academy/department:	Bishop Young Academy
Responsible to:	Principal
Nature of contract:	Permanent, term time only, 38 weeks per year plus 3 days (39 weeks)

Job purpose:

- To assist the academy in promoting and developing the academy library to provide an efficient service to students and staff.

Key Tasks:

- Managing the issuing and returning of the library's stock
- Shelving stock and keeping the library in good order
- Withdrawing stock under the direction of the Head of School.
- Provide support for cataloguing of new material to the library collection and processing new material so that it is ready for shelving
- Managing the library management system and supporting its use by students
- Managing the academy archive service
- Running the overdue system
- Help library users find material to meet their needs.
- Assisting library users to become proficient in using online resources
- Encourage students and staff in using the library through supporting a range of library-based activities.
- Supervision of students using the library
- Work towards and support the academy vision and current academy objectives as outlined in the academy development plan.
- Contribute to the academy's programme of co-curricular activities.
- Engage actively in the performance review process.

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Able to work flexibly and collaboratively as part of a team as well as on own	✓	
Ability to deal confidently with enquiries from library users	✓	
Self-motivated with the ability to work under pressure and be proactive	✓	
Able to work with and relate to young people across a range of ages and abilities	✓	
Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	✓	
A team player with enthusiasm and commitment	✓	
Keen to promote a welcoming and helpful image of the library	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
GCSE Maths and/or English grades A-C, or other equivalent qualifications that demonstrate good literacy and numeracy skills	✓	
Has previous library experience		✓
Basic skills and experience relating to technology – computer, DVD, photocopier use etc.	✓	
Participate in development and training opportunities	✓	
Appropriate knowledge of first aid		✓
Awareness of policies and procedures relating to child protection, health and safety, confidentiality and data protection		✓
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

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