

Library Assistant – Job Description

Responsible to: Assistant Headteacher and SENDCo
Hours: 1 day per week (6 hours), exact hours to be agreed, term-time only –
38 weeks per annum

Purpose of the job

To assist with the provision and maintenance of resources to staff and students in the school.

Main duties and responsibilities

1. To assist in the day to day running of the library
2. To assist pupils and staff using the library
3. To supervise pupils in their use of the library facilities
4. Keeping the library tidy and shelving materials in correct order
5. To assist with entering data onto the library computer system
6. To assist with creating displays of library resources, and other ways of promoting materials
7. To promote reading with targeted groups of children

The Good Shepherd Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.