

Job Description

Post: Library Assistant

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Live the mission, values and drivers every day.
- Carry out computer operations using the library management system, such as issuing and returning books, processing reservations and renewing books.
- Shelve returned resources and maintain the library in good order.
- Receive and maintain newspaper and magazine collections.
- Process new materials and repair existing materials, as required.
- Supervise the library at all times, ensuring appropriate behaviour.
- Support users in finding information and locating resources.
- Ensure the library is clean, tidy and presentable at all times.
- Carry out closing procedures in the library.
- Manage the overdue loans and lost books procedures.
- Complete stocktakes of resources.
- Create engaging and informative displays that promote new stock and encourage reading.
- Support reader development activities and events.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.