



Senior School Assistant Librarian

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	Reporting to the Head Librarian, support the management and operation of a major learning environment used by the whole school community. Under the direction of the Head Librarian, assist with the acquisition, organisation, dissemination and exploitation of resources appropriate to the learning needs of the full age and ability range with the school and in line with the school's priorities.
Reporting to:	Head Librarian
Main Duties and Responsibilities:	<ul style="list-style-type: none">• In conjunction with the Head Librarian, develop and promote the role of the Library in support of the curriculum and pupil needs.• Promote reading and the use of the Library as an essential part of the curriculum.• Take a lead role in developing the use of IT within the Library – including on-line subscriptions to papers, periodicals and databases, e-books, etc.• Develop and maintain Firefly Intranet and Teams for the Library, including publicising new books, events, talks etc.• Assist with developing and supporting information literacy across the curriculum in consultation with teaching staff• Assist staff and pupils with enquiries.• Assist with the selection, acquisition, maintenance and withdrawing stock, keeping accurate records of all transactions.• Assist with cataloguing, classifying and processing of the library resources using the library management system (currently Accessit).• Assist with making the library an attractive and accessible resource for all students and staff including the displays, activities (such as quizzes, competitions), guidance and publicity material.• Routine management to include:<ul style="list-style-type: none">○ Supervision of users○ Upholding standards of behaviour○ Shelving and tidying books and other resources○ Loan of books and other media○ Management of overdue loans



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	<ul style="list-style-type: none"> ○ Run reports and shelf lists as required ○ Maintain Library database, including cataloguing and run management reports as required ○ Ensure photocopier and printers are in good working order and assist with pupil photocopying ● Assist with the appointment of volunteers in the Library. ● Assist with the appointment of pupil Librarians. ● Supervise pupils using the Library for independent study and address any inappropriate or unacceptable behaviour in accordance with the School's behaviour policy. ● Help negotiate deals with publishers & authors including visits. ● Any other duties as required.
Safeguarding responsibilities	Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification			
	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> ● Degree level education 	<ul style="list-style-type: none"> ● Professional qualification in librarianship, information management or information 	<i>Contents of Application Form</i> <i>Certificates</i>
Experience		<ul style="list-style-type: none"> ● Previous experience in a School Library environment 	<i>Contents of Application Form</i> <i>Interview</i> <i>Professional References</i>
Skills	<ul style="list-style-type: none"> ● Professional manner ● Good communication skills ● Polite and helpful ● Friendly and welcoming ● ICT literate – Microsoft Office applications 	<ul style="list-style-type: none"> ● Working knowledge of Accessit or other library management system. ● Using electronic sources for research purposes 	<i>Contents of Application Form</i> <i>Interview</i> <i>Professional References</i>
Knowledge	<ul style="list-style-type: none"> ● Knowledge of children's books 	<ul style="list-style-type: none"> ● Knowledge of school environment 	<i>Contents of Application Form</i>



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			<i>Interview</i>
			<i>Professional References</i>
Personal competencies and qualities	<ul style="list-style-type: none">• Reliable• Methodical, accurate and logical• Customer-orientated• Well presented, articulate & confident• Enthusiastic & energetic• Ability to prioritise, work under pressure and meet deadlines• IT Literate and keen to take a lead role on IT matters• Commitment to professional standards.		<i>Contents of Application Form</i>
			<i>Interview</i>
			<i>Professional References</i>