



Job Description and Person Specification

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.	
Job Title:	Library Assistant
Summary of the role:	To support the librarian in the day-to-day operations of the libraries at Sidcot School. To carry out tasks in the Trevelyan, Junior School and Old Libraries. Promoting and maintaining a stimulating and welcoming environment in each library. Supporting the reading and learning needs of the school community.
Line management responsibility for:	N/A
Safeguarding requirements:	• Engage in regulated activity relevant to children • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	• Supporting staff and students in the use of library resources • Assist with research skills and project-based work in the library for pupils of all ages • Assist with library lessons and run Storytime sessions as required • To supervise and assist pupils using the library and in developing independent research and browsing skills • Help to maintain an appropriate working environment in each library • To help process and organise materials for loan (including cataloguing) • Assist with stock selection and deletion • Day to day administration including stationery sales to pupils and staff • To oversee the overdue reminders and procedures



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	• To assist with displays, promotional events, author visits and competitions • To provide assistance with computers, the printer and photocopying • To participate in CPD training as appropriate • To attend training session to ensure compliance with Child Protection, Health and safety, school policies and procedures or other training as directed.
Line management duties and responsibilities	N/A

You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



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Person Specification			
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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> • Good general education including GCSE English and Maths (or equivalent) at grade C or above	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> • Library or information science qualification e.g. CILIP-accredited course, Library Assistant NVQ level 2/3	• Production of the Applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> • Experience of working or volunteering with children/young	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> • Experience of working in a library • Experience of working in a school environment	• Contents of the application form • Interview • Professional references



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	people in an educational setting • Experience in a customer service, clerical or library environment • Experience managing or organising resources and materials	• Experience using specific library management systems e.g. Reading Cloud, Heritage, Access-It, • Experience of organising library events, book fairs or reading clubs • Experience supporting literacy initiatives within a school or library	
Skills, abilities and competencies	<i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i> • A calm professional manner when dealing with students and staff • Strong communication and interpersonal skills – able to interact confidently with students, staff and visitors • Ability to assist students and staff in locating and selecting appropriate material • A willingness to contribute to the provision of a high standard of service to meet the learning needs of pupils and staff across the whole school community.	<i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i> • Ability to promote reading for pleasure • Ability to support curriculum-related research • Creative skills for displays, promotional materials or reading activities	• Contents of the application form • Interview • Professional references



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	• Ability to work independently and as part of a team • Excellent organisational and administrative skills • Accuracy and attention to detail in record-keeping and cataloguing • Ability to maintain confidentiality and follow school policies		
Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> • Interest in reading • Basic understanding of library systems and resources • Familiarity with IT, including library software, Microsoft Office and online research tools.	<i>The knowledge that would enable the Applicant to perform effectively in the role</i> • Knowledge of current children's and YA literature	• Contents of the application for • Interview • Professional references



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Attitude and Behaviours	<i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> • An enthusiasm to promote reading, literacy and learning to everyone within the Sidcot community • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Supportive of the Quaker ethos and principles • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • Awareness of safeguarding and child protection principles	<i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i>	• Contents of the application form • Interview • Professional references
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