

Library Assistant

The Library Assistant plays a vital role in supporting the daily operations of the academy's library and learning resource center. Working under the direction of the Assistant Principal, this role is dedicated to providing high-quality service to all users, managing key learning resources—including digital devices—and fostering an environment that encourages independent study and a lifelong love of reading.

Core Purpose

- Provide high-quality provision and support to all Library users.
- Promote reading and student engagement across the academy.
- Coordinate the day-to-day running, supervision, and maintenance of effective learning spaces.
- Provide administrative and reprographic support to ensure efficient academy operations, including Chromebook distribution.

Key Areas of Responsibility

1. Library Operations and Resource Management

- Oversee the issuing and recalling of books, including generating overdue notices and contacting parents/carers when necessary.
- Conduct regular stock audits and assist in purchasing resources relevant to the academy curriculum.
- Catalog new stock, delete redundant items, and collate wish lists from students and departments.
- Ensure the library remains a clean, functional, and welcoming environment at all times.
- Regularly update educational and curriculum resources to meet changing needs.

2. Literacy and Student Engagement

- Deliver library and learning resource inductions to both staff and students.
- Collaborate with the Literacy Lead to coordinate Sparx Reader testing and deliver school-wide literacy drives, such as the World Book Day Festival.
- Organise and run events throughout the year that highlight and celebrate dates of cultural significance.
- Promote resources through diverse media forms, including digital formats, publications, and physical displays.

3. Academic Support and Supervision

- Facilitate independent study classes, providing guidance on research and resolving IT-related queries.
- Assist students and staff in selecting appropriate resources for both academic study and leisure reading.
- Run specialised workshops to aid students in developing independent research skills.
- Maintain a conducive learning environment by effectively managing student behavior in accordance with the academy Code of Conduct.

4. Administrative and Technical Support

- Provide administrative support for the effective distribution of new and loan Chromebooks to students.
- Provide reprographic support as required by the academy.
- Ensure library catalogs remain user-friendly and accessible to all readers.

Professional Expectations

This job description outlines the general duties and responsibilities of the post but does not specify exact time allocations for each task. Duties may evolve in line with the changing needs of the academy, and the description will be reviewed at least annually in consultation with the post holder. Staff are expected to take responsibility for their personal professional development and actively engage in the Performance Management Review process.

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Safeguarding and Pupil Welfare

All responsibilities must be carried out in line with the Trust's safeguarding policies. The SENCo plays an essential role in promoting a safe, supportive environment for all pupils, especially those who may be more vulnerable due to their individual needs.

Staff are expected to understand the indicators of abuse and neglect, and to take prompt, appropriate action where concerns arise. All members of staff must be familiar with the latest Keeping Children Safe in Education guidance and engage with annual safeguarding training.

Person Specification – Library Assistant

This section outlines the essential and desirable attributes expected for the role of Library Assistant.

Qualifications and Training

Essential:

- Minimum of GCSE Grade C/Level 4 or equivalent in English and Mathematics.
- Proficiency in using Microsoft Office (Word, Excel) and various digital platforms.

Desirable:

- Qualification or specific training in Library/Information Science or a related field.

Experience

Essential:

- Experience in administrative duties, including record maintenance, stock control, and coordination.
- Proven track record of providing high-quality service to a diverse group of users (students, staff, parents).
- Experience working with young people of varying ages and abilities.

Desirable:

- Previous experience in a library, learning resource center, or educational setting.

Professional Knowledge, Skills and Understanding

Essential:

- Ability to co-ordinate day-to-day operations independently.
- Confident in working face-to-face with readers of different abilities.
- Ability to enforce rules effectively to maintain a study-focused environment.

Desirable:

- Understanding of literacy testing tools (e.g., Sparx Reader) and academic research methodologies.

Personal Qualities and Attributes

The successful candidate will be a **proactive and energetic individual** who thrives in a busy, student-centered environment. They must possess a **naturally helpful and approachable demeanor**, ensuring that every member of the academy feels supported in their learning journey. A high degree of **self-motivation** is required to manage diverse administrative tasks alongside student supervision.

The role demands an advocate for literacy who is creative in finding new ways to inspire students to read. Above all, the Library Assistant must be a **team player** who can build **strong working relationships** with colleagues and serve as an **organised, reliable, and positive professional role model**.

