

JOB DESCRIPTION

Library/Resources Assistant

Job title:	Library/Resources Assistant	Job Ref:	XS 6.6
Directorate:	Children's Services		
School:		Grade:	Dorset Grade 3
Reports to:	Teacher in Charge/Librarian		

Main job purpose

To provide general clerical and library assistance to pupils and staff within the school.

To assist the librarian (or designated teacher with responsibility for Library/Resources Centre) in the provision of a suitable reference and learning environment and to encourage further educational development of pupils using other mediums and resources.

Main responsibilities and duties

1. To assist students and staff in the use of the Learning Resource Centre's material and equipment.
2. To provide general clerical/secretarial/reception support within the school; including word-processing/typing, printing and photocopying.
3. To carry out the issue and return of learning resources (including reservations, overdue etc) and maintain appropriate records.
4. To complete data records and processing of library and resource stock.
5. To undertake basic repairs to books and other learning resources.
6. To maintain the School Book Club records.
7. To assist the Learning Resource Teacher/Librarian in creating displays and organising events.
8. To assist pupils in the use of ICT within the Learning Resource Centre.
9. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

Essential General level of education - 3 GCSE A*-C or a vocational qualification or equivalent.

A qualification in word processing.

Desirable RSA III word-processing or Word Advanced (ECDL) or equivalent.

Supervision and management

To supervise pupils in the use of the materials of the Library/Resource Centre and to refer matters of concern to the Teacher in Charge/Librarian.

Problem solving and creativity

To support pupils in the selection of appropriate reference materials. In the absence of the Teacher in Charge/Librarian to work on own initiative deciding priorities of workload and content.

Key contacts and relationships

To support pupils and staff in the selection and use of reference materials.

Decision making

Resources

Working Environment

Size, phase and type of school will vary.

Normal school environment. Frequent use of ICT equipment/lifting of books and other materials/equipment.

Normal school environment, frequent disruption to tasks and order of tasks by pupils/staff.

Books, stationery, periodicals, display equipment, reprographic and ICT equipment/OHP and trolleys. Including handling petty cash and pupil fines.

Progression in Post (if applicable)

Job description prepared by:	Chris Matthews
Designation:	Pay and Reward Manager
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