



# The White Hills Park Trust

*A Culture of Excellence*

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<b>Job Description:</b>	Library Assistant
<b>Location:</b>	Bramcote College
<b>Salary Range:</b>	JE Grade 2, Point 2-4 £18,516 - £19,264 (FTE)
<b>Actual Salary:</b>	£15,785 - £16,422
<b>Contracted hours:</b>	37 hours per week, TTO

## **GENERAL INFORMATION**

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

## **PURPOSE OF THE POST**

The Library Assistant will support Bramcote College by supporting their teacher colleagues, students and other interested stakeholders through providing support to the Librarian in the management of the Library resource. The Library Assistant should show a commitment to the aims, policies, and ethos of the Trust and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

## **KEY AREAS:**

- To develop a working knowledge of the non-fiction stock to support learning by initial assistance to pupils and staff with finding information using a range of sources, including use of automated library software.
- Shelving and shelf tidying.
- Overseeing the issue and discharge of books and other materials.
- Routines connected with receipt and return of project collections.
- Clerical routines connected with the ordering and receipt of new materials.
- Book repairs.
- Initial guidance/advice to readers and enquirers and to assist students and staff in the use of the resources and facilities in the Library.
- To supervise the area at social times (breaktimes/lunchtimes)
- Other library routines of a non-professional nature.
- Providing clerical support to the school team when peak work flow demands.
- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.
- Ensuring the database is maintained in compliance with the Data Protection Act.

- To manage Accelerated Reader software tests

### **Health and Safety:**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety, and Welfare.

### **Continuing Professional Development**

- Reflection on own practice and private study and undertake any professional development necessary as identified in SIP.
- Maintain a professional portfolio of evidence to support performance management process.
- Participation in the Trust's staff appraisal programme
- Participation in appropriate in-service education programmes

### **Relationships**

To be responsible to:

- The Head Teacher, with Line Management through Head of Literacy.

To co-operate with:

- The Governing Body, making such reports as required
- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams
- Unions and other organisations representing teachers and other persons on the staff
- Feeder and receiving schools to ensure continuity and progression in the education of each pupil
- Persons and bodies outside the school to ensure that the school works in harmony with the community

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.

The job description does not form part of the contract of employment.