



Stoke Newington School
& Sixth Form

JOB PACK

Library Assistant

School Library Assistant

Required - From October 2017 to June 2018

Permanent post 10.00am - 2.00pm, Monday - Friday, term-time only

Scale 3 @ £9,638.00 actual salary per annum

The School

This is an exciting opportunity to contribute to the development of a successful and popular 11-19 inner-city comprehensive school which has recently received a good OFSTED inspection. We are committed to excellent and creative teaching, which leads to all students achieving highly. We provide all colleagues with excellent professional development.

The Post

You will be supporting the librarian in promoting reading for pleasure across the school. This will include: using Eclipse to borrow and return books, maintaining the library as a well organised and inviting space, working with students to guide and develop their book choices, supporting subject teams in using the library, developing the role of the student librarians, being involved in enrichment activities such as author visits, book groups or special events or activities.

You

We are looking for someone who is passionate about reading and the importance of libraries and who is keen to share that love with others. You may have experience working with children and young people or experience in libraries, but above all you will be committed to helping Stoke Newington to be a reading school. You will have a positive manner with young people and the ICT and organisational skills to manage the demands of the role.

Contacting us: If you would like to discuss the role further, or to arrange a visit, please contact Julie Loy, the school librarian on julie.loy@sns.hackney.sch.uk or 020 7241 9641

For further information contact Morgane Estory or visit the school website www.sns.hackney.sch.uk to download an application pack <https://www.stokenewingtonschool.co.uk/jobs>

**The closing date for receipt of applications is 3pm on Friday 29th September.
Interviews will be held during the week beginning Monday 2nd October.**

Please email completed applications to recruitment@sns.hackney.sch.uk .

We are an equal opportunities employer committed to ensuring diversity in our workforce.

As employers we committed to the safeguarding and wellbeing of all students, an enhanced DBS check is a requirement for all staff.

Stoke Newington School & sixth Form
Clissold Road
London
N16 9EX
Tel: 020 7241 9600



Stoke Newington School
& Sixth Form

Job details

Job title: Library Assistant

Directorate: *Stoke Newington School*

Reporting to: Resource Centre Manager

Grade: 3 (10.00am - 2.00pm, Mon - Fri, term time only)

Job description

Purpose of the post:

- To assist in the activities of the library within the school to provide pupils and staff with comprehensive services.
- To assist in the implementation of school policy in relation to the library service to achieve an efficient and developed provision within the school, which encourages use by all students.

Main duties and responsibilities:

Providing general clerical and practical assistance in the use of the library, including:

- Be an advocate for reading around the school and actively promote and develop reading initiatives.
- Develop or assist with projects that promote reading for pleasure.
- Monitor student behaviour within the library area and deal with low-level issues in line with the school behaviour policies.
- Issue and discharge books and other materials.
- Updating library indices and catalogues.
- Shelving books in the correct section of the library, shelf and general library tidying.
- Basic repairing of books, reporting any vandalism to the Librarian.
- The post holder will contribute to the school's objectives in service delivery by:
 - ❖ Acknowledging Customer Care and Quality Initiatives.
 - ❖ Commitment and contribution to improving standards for all pupils and all groups of pupils within the school as appropriate.
- Contributing to the maintenance of a safe, welcoming, caring and stimulating environment for students.
- Supervise and train student librarians.
- Use ICT packages relevant to the library e.g. Microsoft Office (using class charts), Internet, Eclipse.
- Assist users with locating and using resources including ICT.
- Support library users with research skills.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Librarian / Headteacher.
- In liaison with the Library Manager, Inclusion Leader, Literacy Leader and CEAL Leader, YCCs and tutors and encourage the use of the library to all year groups
- Assist the Library Manager in meeting the target levels for use of the library in terms of numbers and target groups
- Assist in actively seeking referrals from staff for students who underuse the library service
- Monitor identified students and source appropriate resources
- Run a series of literacy based activities to encourage reading for pleasure
- Promote Library and resources through via to the school's social media channels and website
- Compile a bi-termly newsletter
- Assist in running and promoting activities to encourage reading for pleasure and literacy

General requirements:

- The post holder must at all times carry out his / her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
 - It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
-

| | |
|------------|--------------------------|
| Job title: | Library Assistant |
|------------|--------------------------|

Person Specification

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications | | |
| Experience | | |
| 1. Experience of working with young people | | ✓ |
| 2. Experience of general clerical duties. | ✓ | |
| 3. Experience of school library systems. | | ✓ |
| 4. Experience of promoting reading with young people | | ✓ |
| Knowledge | | |
| 5. GCSE A*-C English & Maths or equivalent. | ✓ | |
| 6. Knowledge of library lending and returning procedures. | | ✓ |
| 7. Knowledge of book classification systems. | | ✓ |
| Skills | | |
| 8. Familiarity with general ICT packages eg; word, excel, outlook, powerpoint. | ✓ | |
| 9. Experience of working with school library ICT packages, particularly Eclipse | | ✓ |
| 10. Excellent organisational skills. | ✓ | |
| 11. Ability to assist and direct pupils in the use of resources. | | ✓ |
| 12. Good communication skills. | ✓ | |
| 13. Excellent reliability, attendance, punctuality and commitment | ✓ | |