

# Hendon School



**Post:** Library Assistant Intern

**Responsible to:** Head Librarian

**Salary:** £11.85/hr 10 hours a week

**(Ideally, Mon-Thurs 12:25pm-2:25pm, Fri 11:45am-13:45pm)**

**Job purpose:** To support the Head librarian with the smooth running of the library.

## Duties

### **Supporting the running of the library**

- To support the efficient and effective operation of the library, and work under the direction of the Senior Librarian.
- To support the Librarian with the supervision of students using the library.
- To assist with Library club activities during lunchtimes.
- To assist with creative and imaginative display of books, posters, and other materials to encourage reading and book borrowing.
- To manage issues and return of books and other materials using the library management system.
- To shelve library stock in the correct section of the library and keep the library in good order.
- To process new materials and keep booklists updated

### **Supporting students**

- To Promote books and reading, working proactively on reader development.
- To encourage and enable all students to develop their love of reading, and to share knowledge of authors and book recommendations.
- To guide students to relevant resources and encourage their use of the library.
- To help students develop their research skills and use digital resources.

### **Standards and quality assurance**

- Support the aims and ethos of the school.
- Promote the Hendon School values as presented in our code of conduct.
- Uphold the school's behaviour code and uniform regulations.
- Set a good example in terms of dress, punctuality and attendance.
- Work towards and support the school vision and current school objectives as outlined in the school development plan