

Hendon School



Post: Library Assistant

Responsible to: Senior Librarian

Salary: SCP 14 -18

Hours: 36

Job purpose: To support the Senior librarian with the smooth running of the library. This will include promoting and maintaining a welcoming atmosphere and ensuring that the library meets the needs of students and staff.

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 reader development activities during lunch times.
- To assist with creative and imaginative display of books, posters, and other materials to encourage reading and book borrowing.
- To support with promotional events, author visits and competitions.
- To assist with the students and staff induction and class visits.
- 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 and organise new materials and keep booklists updated.
- To help maintain an appropriate working environment in the library.
- To oversee the day-to-day running of the library in the absence of the Senior Librarian.

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.
- To support the student library ambassadors as they undertake their duties.
- To organise and ensure the smooth running of the student book club.

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
- To participate in CPD training as appropriate.
- To ensure that you comply with Safeguarding, Health and Safety and School policies and procedures.

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business.

In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As an organisation using the Disclosure and Barring Service (DBS) to assess applicant's ability for positions of trust, Hendon School complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly. It does not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The School is an equal opportunities employer and is fully committed to a policy of treating all its employees and job applicants equally and does not discriminate on the grounds of race, sex or marital status.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the School, including personal protective equipment in accordance with training and instruction.