

Job Description

Job Title: Library Assistant (Level 2)

Job Purpose: to help the School Librarian with admin tasks

Responsible to: the School Librarian / Senior Pupil Librarians



Aims:

- To familiarise you with other types of resource (locations and arrangement)
- To introduce you to basic book processing
- To become familiar with the ICT and Audio Visual Equipment
- To introduce you to the library management system (Alice)
- To take more responsibility with your duties and to start showing some initiative

Duties:

- Keeping library tidy
- Taking responsibility for an area of stock
- Shelving returned resources (Fiction and Non-fiction accurately)
- Assisting Library Helpers with, and / or preparing Orcadian Posters
- General library duty (lunchtime)
- Issue Desk duty
- Undertaking any other basic duties as required by the librarian

Higher level of Commitment to:

- Attend to allocated daily duties (before registration and/or at lunchtime)
- Attending your allocated library duty
- Being on time and punctual when attending to your allocated library duty and issue desk duty
- Letting the librarian know when you can't attend
- Attending weekly meetings

Library Assistants will:

- be reliable
- hardworking
- honest
- cheerful
- sensible
- enthusiastic
- be able to work on their own or as a team.

You will also:

- have an interest in books
- understand alphabetical & numerical order or are prepared to learn
- enjoy thinking on your feet
- enjoy helping other people
- be prepared to attend any training sessions / meetings as required



Library Assistants will be encouraged to work towards their Dynamic Youth Award or Youth Achievement Awards which recognise for the work you do.

