

JOB DESCRIPTION

SCHOOL LIBRARY ASSISTANT KICKSTART

POST: Kickstart – School Library Assistant

REPORTS TO: Head of English

Post Summary

Working with the English Department to support and encourage the use of the Library.

- Assist students in using the library.
- Maintain stock records.
- Shelve items.
- Place reservation requests.
- Supervise students using the library.
- Assist in introducing students to the library and how it works.
- Assist in planning and producing displays.
- Support library events.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Any changes arising will take account of salary and status. They will also be subject to discussion and individuals or sections affected and with appropriate trade unions.

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.