

St Aidan's Church of England High School

Library Assistant Job Description

1. User Support

- a. Assist with student enquiries and training
- b. Support staff using the Library as individuals or with classes
- c. Supervise students in the Library
- d. Issue and return books
- e. Assist with book clubs, competitions and awards

2. Collection Management

- a. Cover and prepare items for loan
- b. Shelve stock and keep the Library in good order
- c. Assist with cataloguing and classification
- d. Withdraw stock under the direction of the Librarian
- e. Stockchecking

3. Library Admin.

- a. Produce overdue messages and administer fines
- b. Produce and update displays
- c. Help promote the Library's services and events
- d. Help produce user guides and training materials
- e. Assist with book selection
- f. Other duties commensurate with the grade and nature of the post

Person Specification

1 Experience and skills

- Previous experience in a library or similar customer-facing environment
- A passion for promoting reading and learning.
- Knowledge of Microsoft Office including Word and Excel
- Excellent communication skills: ability to communicate with different groups of people including students, staff and visitors
- Excellent customer service skills and the ability to understand the needs of students and staff
- Excellent organisational and time management skills and the ability to prioritise work
- Ability to work on own initiative as well as part of a wider team

2 Personal

- Adaptable, willing and flexible
- Conscientious and dependable
- Calm, organised and methodical

- Enthusiastic and hard working
- Excellent telephone manner
- Tactful and assertive
- Self-motivated and proactive
- A passion for safeguarding young people