**MOULTON SCHOOL**





**AND SCIENCE COLLEGE**

Pound Lane, Moulton, Northampton, NN3 7SD

01604 641600

[www.moultonschool.co.uk](http://www.moultonschool.co.uk)

**LIBRARY ASSISTANT**

20 hours per week - 39 weeks per year

Hours: 10:15am – 2:15pm, Monday - Friday

Grade E Point 4-5 (£23,114 - £23,500)

£10,739 - £10,918 (actual salary)

We are seeking to appoint, from September 2024, an enthusiastic and experienced person to support our Librarian to lead our school library. The school library is a central area of study, being used by students throughout the main school, both on a timetabled and ad-hoc basis. It is also widely used by students before and after school, and during breaks and lunchtimes.

The library is a fully resourced learning resource centre with a wide variety of reading and research materials.

Main responsibilities:

* Issuing / returning / renewing resources
* Processing new stock and adding to library catalogue
* Repairing damaged stock, covering and labelling
* Keeping resources organised
* Helping students and staff to locate resources
* Creating and maintaining displays
* Keeping up to date with children's literature and making recommendations for new stock
* Encouraging reading for pleasure
* Supporting and reading with individual students in library lessons
* Helping maintain behaviour for learning within library lessons and at break times
* Ability to manage the library independently
* Ability to work successfully, and build positive relations, with students of all needs

**THIS JOB DESCRIPTION** reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

You will be expected to ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, comply with policies and procedures relating to health and safety within the school and demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

**PERSONNEL SPECIFICATION**

**LIBRARY ASSISTANT**

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| **CATEGORY ITEM** | **ESSENTIAL** | **DESIRABLE** |
| Experience |  | * Work in supporting young people.
* Work within a comprehensive school.
* Work within a library environment
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| Education and Training | * Evidence of English and Maths at level 2.
* Evidence of commitment to professional development.
 | * Education to level 3 or beyond
* Experience of using library systems
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| Aptitudes | * Ability to set high standards and motivate students.
* Ability to work co-operatively with staff and students.
* Ability to develop resources.
* Ability to use ICT.
* Ability to lead the library area.
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| Disposition | * Committed and enthusiastic.
* Enjoys working in a team.
* Shows initiative.
* Co-operative and flexible.
* Empathy with students of all abilities and dispositions
* Suitability to work with children
* Sense of humour.
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**June 2024**