

Capel Manor College

Library Assistant

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Library Assistant
Scale	Business and Learning Support
Grade	Scale 3
Responsible to	Assistant Principal- Student Services, Safeguarding and Inclusion
Location	Enfield
Contract	Part-time, Term time only

Key Responsibilities:

The key responsibility of the Library Assistant is to provide library and information service for staff and students and provide administrative support. The post-holder will be based in the library at our Enfield Centre and will be dealing with all queries and duties related to the library functions. This post may occasionally involve some evening work.

Responsibilities:

1. Supervising students and staff using the Library and its facilities on a daily basis. To include support with IT, printing, photocopying, scanning and taking money.
2. Address routine enquiries, in person, on the phone and via email.
3. Reception duties welcoming users to the library. Responsibility for security and opening/closing of the library as required.
4. Carrying out all Library administrative routines: issuing and return of books, reservations, overdues management, shelving and tidying, periodicals management and stock takes.
5. Liaising with the Libraries Coordinator and Senior Library Assistant over all aspects of Library service provision and user queries as necessary.
6. Assist with the issuing of laptops to students and staff on a daily basis.
7. Assist with the maintenance of the library area on Moodle, the college VLE.
8. Providing Library and Moodle (VLE) inductions for students.
9. Receiving and receipting student assignments.
10. Support students with literacy by running a book club to provide reading support.
11. Support students with study and information skills. To include workshops and 1:1 support in the effective use of print and online resources, and to develop their skills in finding and using information, referencing and bibliographies.
12. Establish curriculum links within an assigned subject area, and provide effective curriculum liaison to determine both print and online resource requirements.
13. Promote the library with the creation of displays and information.
14. Supervise students undertaking Maths and English assessments.
15. Assist in maintaining an appropriate study environment by supervising learners' behaviour in line with College policy.
16. 16. Participation as and when required with student enrolment process.
17. Attending and assisting with evening advice sessions and careers events as required.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period

Experience

- Experience of working in a library or educational environment
- Experience of working in an administrative role
- Experience of working with young people
- Experience of using computerised Library systems
- Experience of supporting students with literacy, and/or study skills

Skills, Abilities and Knowledge

- Excellent customer service skills
- The ability to develop positive working relationships with individuals at all levels
- Good level of IT skills, including a working knowledge of MS Office applications
- The ability to communicate effectively orally and in writing

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required