



# The Grey Coat Hospital

CHURCH OF ENGLAND COMPREHENSIVE SCHOOL FOR GIRLS



## Part-time Library Assistant

**Responsible to:** Penny Swan, Librarian

**Hours of work:** 7 hours per week (1 day), term time only, 38 weeks

### Job Purpose

The Part-time Library Assistant will undertake all duties appertaining to the School Library at either school site under the direction of the Librarian. You will be working on the busy issue desk during break and lunchtime, returning and issuing books, and helping students to find what they need. You will need to become proficient in using the Library catalogue and databases.

### Tasks include:

Assisting with information retrieval  
Helping students/staff with using the Catalogue  
Find information in books, and on the Internet  
Issue, discharge and reserve library resources to students and staff  
Photocopy articles when necessary  
Follow through reservation requests  
Prepare new material for use (processing new stock). Stamp, label and cover new books when necessary  
Repair and maintain existing stock  
Tidy the shelves and Library in general

### Responsibilities

Help to maintain a quiet atmosphere for study in the library  
Undertake other duties as directed by the Librarian as required to ensure the efficient and effective running of the school library

### Person Specification

#### Qualifications/Training

GSCE/O Level English, English Literature and Mathematics, or an equivalent qualification

#### Essential Skills and Abilities

- Ability to communicate effectively with all members of the school community
- An interest in the education of young people and enjoyment of reading and research
- Attention to detail and the ability to concentrate in a dynamic and busy environment
- Ability to use ICT effectively to support learning
- A positive attitude and problem-solving skills
- Ability to file resources both alphabetically and numerically
- A flexible approach to work
- Willing to work within organisation procedures, policies and processes



**Desirable:**

Knowledge of child safeguarding

Clearance through the Disclosure and Barring service as permitted to work with children

**The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.**

**An enhanced DBS disclosure is required for all posts.**

***Canvassing any employee, or member of the Governing Body, directly or indirectly is prohibited and will be considered as a disqualification.***

