



GATEWAYS

SCHOOL



Library Assistant

Growth

Wellbeing

Success

Introduction

Gateways School has seen a surge in recruitment in recent years with the introduction of boys into High School. As a result, we are seeking a part-time Library Assistant to support our current Librarian & Careers Advisor.

The Cox-Simpson Library is a purpose-built facility, used by High School and Prep School pupils. A smaller library facility is also managed in the Youngers Prep building. The successful candidate will be instrumental in further developing library resources and facilities as well as building upon the successful reading programmes run throughout the school. The library has an on-line loan system and has recently introduced an e-book system for pupils and staff.

Purpose of the role

- To assist the Librarian in delivering high quality services and support for pupils, staff and parents.
- To support the ethos of the library in providing an efficient and welcoming service which allows users to gain maximum benefit of the resources and guidance available. This includes assisting with:
 - the issuing, returning and renewing of resources using the library management system
 - using and maintaining the library management system to carry out searches, compile overdue notices and audit library stock
 - shelving resources, general tidying and keeping resources in good order
 - processing new resources ready for borrowing and repairing resources as required.



Responsibilities

- Guide and support library users to locate relevant resources for their individual needs, to support research skills, and to share and discuss reading for pleasure recommendations.
- Advise pupils and staff on the use of digital media and resources.
- Assist library users with accessing library computer facilities as well as computers and photocopiers within the Library IT Suite.
- Assist with supervision at break and lunch times and to encourage an appropriate learning environment through the school day.
- Assist with creative and imaginative displays to promote books, resources and reading.
- Assist with compiling and maintenance of book lists and recommended reading lists, including the addition of content on the Firefly Library Resources pages.
- Assist the Librarian during lessons with routine borrowing and issuing tasks.
- Add resources and borrower details to the Library Management System, as directed by the Librarian.
- Help with the organisation and running of reading activities and school events.
- Provide support for the Prep School Library.
- Ensure the Cox-Simpson Library and Prep School Library are presentable at all times.
- To be responsible for safeguarding and promoting the welfare of children.
- Follow all school policies.
- Be a role model for students through personal presentation and professional conduct.
- Demonstrate a commitment to continuous development, identify opportunities for professional development and undertake training opportunities where appropriate.
- Attend all school training days and meetings as required.
- Perform any other duty as required by the Head.



Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE English Language and Maths or equivalent (grade 4/grade C or above). 	<ul style="list-style-type: none"> Good Honours Degree in any subject or a subject related to library management or education. Level 2 certificate or Level 3 Diploma in Libraries, Archives and Information Services or equivalent.
EXPERIENCE		<ul style="list-style-type: none"> Successful experience of working in a library environment. Successful experience of working in an academic library environment (school/college/university).
SPECIALIST KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of children's and young people's literature. Knowledge of information & digital literacy. 	<ul style="list-style-type: none"> Knowledge of library management systems and digital resources.
SKILLS	<ul style="list-style-type: none"> Commitment to providing excellent customer service and ability to develop a positive relationship with library users. Good communication and organisational skills. Able to act on own initiative and refer when appropriate. 	<ul style="list-style-type: none"> Ability to use online catalogue systems. Ability to use Office 365. Ability to develop online resources.
PERSONAL QUALITIES	<ul style="list-style-type: none"> Ability to enthuse and motivate pupils. Ability to work alone or as a member of a team and autonomously as appropriate. Emotional resilience in working with pupils. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. 	<ul style="list-style-type: none"> The flexibility to respond to the challenge of change as appropriate.
COMMUNICATION SKILLS	<ul style="list-style-type: none"> Competence in the use of IT and mobile technologies as a tool to enhance learning. The ability to communicate effectively with pupils, parents and colleagues. The ability to manage time and prioritise tasks so that all duties are fulfilled effectively. 	

Gateways School is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to an enhanced DBS with barred list check as well as a Prohibition List check (where applicable).