



# Rushcliffe School

Giving everyone the chance to shine brightly



## Job Description

### Library and Resource Centre Assistant

*NJC 2-4*

15 hours per week (12.30pm – 3.30pm), term time only

**Responsible to: LRC Leader**

#### Main purpose of role

To provide support and assistance to the LRC Leader in providing an effective library and information service which supports student learning and encourages reading for pleasure.

#### General responsibilities

- Stock routines including the issue and return of resources, shelving and tidying.
- Repairs and maintenance of LRC resources including stock checks.
- Management of the day to day running of the on-line library management system (Eclipse.net)
- Admin and clerical routines including the processing of new materials, updating student reading award records, managing the process for retrieving overdue items and other similar duties as directed by the LRC leader.
- To support learning by assisting pupils and staff with finding information using a range of resources including ICT.
- Producing displays, signs, and promotional materials and ensuring they are regularly updated. Care of the overall LRC environment.
- Contributing to the range of activities taking place in the LRC as directed by the LRC Leader; for example, reading programmes and extra-curricular activities including the weekly book club.
- Leadership, supervision, and guidance of a team of student librarians including their initial training.
- Helping to maintain a calm working environment in the LRC.
- Deputising for the LRC Leader as required.
- Maintaining the Sixth Form Centre reference library.
- Participation in open evenings and LRC trips and events.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

**Agreed by post holder (Print name):** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Person Specification

<b>Education and experience</b>
Educated to a good standard with GCSE English and Maths (A*-C)
Good clerical and ICT skills
Experience of working in a school setting
An awareness of range of needs of people from diverse ethnic, cultural and social backgrounds.
<b>Knowledge</b>
Knowledge of young people's reading preferences
Knowledge of the Dewey Decimal System
<b>Skills and abilities</b>
Ability to work collaboratively as part of a team
Willingness to support individual learning
Have good organisational skills, be methodical and pay attention to detail
Creative ability and an eye for detail
Experience of working with young people
Ability and willingness to contribute ideas
Previous clerical experience in a library environment
Experience of using a computerised library system
<b>Personal characteristics</b>
Excellent interpersonal and communication skills
An appreciation of literature and reading
Must be able to work unsupervised and show initiative
Ability to work calmly and professionally under pressure and in challenging situations
Friendly, approachable and empathetic
Ability to relate to and work with students aged 11-18
Of smart appearance