

## **Library Assistant**

### **Job Description**

**Grade: GR1** *subject to Job Evaluation under the Equal Pay Programme*

1. **Job Purpose**

- 1.1 Responsible for the routine tasks necessary for the day to day running of the Library in order to assist the Learning Resources Centre Manager in the provision of an effective and efficient service to support student learning including the use of ICT

2. **Key Responsibilities**

- 2.1 Operating the circulation system: issuing and discharging materials for loan; operating the reservation system; generating and sending out overdue notices; producing and distributing library cards
- 2.2 Supporting the effective use of all learning resources within the Library in order to encourage independent learning skills: guiding and assisting pupils in developing appropriate strategies for the selection of information resources; assisting pupils in the effective use of specific sources of information
- 2.3 Supervising, supporting and guiding pupils with their coursework, homework and research needs including one to one help during Homework Club
- 2.4 Ensuring the good order of library stock: shelving and filing new and returned materials; maintaining correct order
- 2.5 Maintaining library materials: repairing stock; replacing labels; processing new stock; processing discarded material
- 2.6 Assisting with the maintenance of the library catalogue: inputting new stock; deleting records for withdrawn stock; updating user data
- 2.7 Assisting with incoming mail and orders, checking delivery notes
- 2.8 Maintaining acceptable standards of behaviour and security in the Library, reporting on pupil behaviour incidents to more senior staff
- 2.9 Assisting with the promotion, displays and activities of the Library
- 2.10 Offering individual help and advice with pupil ICT key skills work and acting as witness for evidence completion
- 2.11 Data entry for the recording of all of the school's out of hours activities' updating roll information, attendance details, session information; providing statistical information for senior and other members of staff as required
- 2.12 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.13 To ensure all tasks are carried out with due regard to Health and Safety

- 2.14 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.15 To adhere to the ethos of the school
  - 2.15.1 To promote the agreed vision and aims of the school
  - 2.15.2 To set an example of personal integrity and professionalism
  - 2.15.3 Attendance at appropriate staff meetings and parents evenings
- 2.16 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. **Supervision Received**

3.1 Supervising Officer's Job Title:

3.2 Level of supervision:

- ~~1. Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

**Person Specification**

**Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications		AF/C

NB: Full regard must be paid to overseas qualifications.		
<b>Experience</b> Relevant work and other experience	Experience of using good communication and interpersonal skills  Experience of working as part of a team	AF/I  AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	<b>*Delete if not applicable</b> *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>  Ability to develop and maintain good relationships with customers and colleagues  Ability to work as part of a team, plus an ability to work on own initiative and decide priorities  Ability to work under pressure  Ability to work extra hours including evenings and weekends and school holidays as required  Demonstrate basic computer skills	AF/I  AF/I  AF/I  AF/I  AF/I
<b>Training</b>		
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

***All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.***

**As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.**

**People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.**

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.***

***We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***