



Ripon Grammar School

Job Description

Library Assistant

Key Aspects of Role:

- To work with the Learning Resources Manager to develop and promote reading for pleasure and to support teaching and learning in the school.

Reports To:

- Learning Resources Manager

Terms and Conditions:

- 22.5 hpw over 3 days per week - currently:
8:30am – 3.30pm Tuesday and
8:30am – 5pm Wednesday and Thursday.
- Term time only + one week [3 days] in school holidays and 3 training days per annum
- NYC Grade C/D [points 3-6]

Professional Attributes and Qualifications:

- A Level/NVQ3 Level or equivalent
- Excellent literacy and numeracy skills
- Good ICT skills

Specific Responsibilities and Duties:

- Assist with the preparation, cataloguing and organisation of printed and digital resources,
- Circulate and store resources to ensure effective retrieval, including distribution and collection of textbooks.
- Develop a keen interest in and knowledge of children's literature
- Administrative work in support of the library using a range of software applications (Word, Excel, Powerpoint, Publisher, Accessit LMS)
- Assist with the preparation of displays, guidance and materials to promote the library and its services.

- Supervise students using the library and Learning Resource Centre for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences
- Assist users in the selection and use of reading and information resources to support their curricular and leisure needs
- Assist in the organisation of events, competitions, and reading groups.
- Help to train and supervise Student Library Assistants.
- Attend and support after school events as required, in relation to the library
- Participate in the school's Performance Management scheme
- Participate in training and other learning activities and performance development as required
- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Any other duties as reasonably requested by the Headmaster

May 2024