



FINHAM PARK  
MULTI ACADEMY TRUST

## FINHAM PARK SCHOOL JOB DESCRIPTION

<b>Post title</b>	:	Library Assistant
<b>Hours</b>	:	15 hours per week term-time only plus 3 days
<b>Scale</b>	:	Grade 2
<b>Job purpose</b>	:	To provide general support services to the Library
<b>Responsible to</b>	:	Library Manager

### Description of duties and responsibilities

- 1 Assist with maintaining discipline in, and appropriate use of, the library by students at all times
- 2 Staff the library counter and answer queries from staff and students with regard to finding information from books and electronic sources, and using the library and its equipment
- 3 Operate the computerised library management system (Eclipse) in order to issue and return library items and for any other administrative purposes, e.g. statistical reports, cataloguing
- 4 Assist with the production of library literature and presentations using Microsoft software, e.g. Word, Excel, Publisher, PowerPoint
- 5 Assist with the organisation and supervision of any before or after school library clubs and activities, e.g. homework, reading
- 6 Be responsible for recording the delivery of all new library stock, including newspapers and magazines
- 7 Be responsible for the preparation of all new library stock and the maintenance and repair of existing stock
- 8 Be responsible for routine, everyday maintenance of library hardware and software, e.g. printing problems
- 9 Shelf returned library items and maintain general tidiness in the library and on the library shelves
- 10 Undertake any other library duties requisite to the post