

Library & Repro Asst (Grade 2)

Required as soon as possible





Ernesford Grange Community Academy is a thriving 11-18 school, with fantastic facilities and a happy, committed team of colleagues whose sole aim is to bring the very best out of our students.

We are part of the Sidney Stringer Academy Multi Academy Trust, which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

Our vision is to achieve excellence for all with a mission to work together to inspire a learning culture of high expectations with no excuses, where every member of our school community can be proud to belong to Ernesford Grange Community Academy and all students will achieve outcomes which will enable them to succeed in modern society

Teaching and Learning is at the heart of everything we do alongside the belief that every child can achieve no matter the barriers. We have a very firm no excuses culture and have the highest expectations of our young people and our staff. Ernesford is a very collaborative, supportive and inclusive school and it is our wonderful staff who drive the culture of belief in the young people and what they can achieve. Staff CPD is a key component of our continued improvement in high quality teaching and learning and we invest heavily in this aspect of school life

Assistant Librarian

This role is to assist the Librarian in promoting and developing the school library in order to support and nurture a whole school focus on reading and literacy. The library at Ernesford Grange Community Academy is an extremely popular resource for all students and staff in the school. Students use the thousands of books, the range of seating and numerous computers to work, read, research and study.

The library prides itself on being a warm and welcoming space for any student who wishes to use it. Reading and independent study are whole school priorities, and the library is a valued hub for reading and learning. Reading is central to all that the library does and students are encouraged to read at whichever level is accessible to them, with both reading for pleasure and progression serving as key focuses. Working at EGA's library will give you the hugely rewarding opportunity to work with our diverse and enthusiastic students as well as being part of a whole school team with exceptional teaching and support staff.

As Assistant Librarian you will be required to support both staff and students with their queries, locating, loaning and returning books, as well as supporting students with use of the computers, homework and book recommendations.

Students are expected to use the library as a quiet working environment, the Assistant Librarian role includes using behaviour management strategies to ensure that students embrace this ethos.

Further tasks include processing new books, updating current stock, shelving, running overdues, inputting information, updating displays and supporting student clubs such as Reading Club, Student Librarians, Chess Club and Homework Club.

Why work at Ernesford Grange Community Academy?

Why should you commit your future to the children of Ernesford Grange Community Academy?

I asked some of our Ernesford colleagues earlier this term what it was that made them love working here quite so much and this is just a snippet of what they said:

- We are a genuine family where the staff care just as much about each other as they do about our wonderful students
- SLT actually trust staff to work and do not micro manage everything
- It feels like the responsibilities during the tough times and decisions are shared to make it a little easier on everyone
- We have a dedicated Director of Staff Well-Being who genuinely wants to make sure we are all happy and enjoying our time at school
- SLT listen to you and actually take on board suggestions on how to keep improving
- We care about others. Really care. Not the care that you do because you have to, or because you feel obliged to.
- Engaging and challenging schemes of work in place which eases workload as they require differentiating according to group need rather than re-creating. These are reviewed constantly so if we need to think of something new we share the workload as a team.

The staff survey from June 2020 highlighted that 99% of colleagues felt that staff morale was good or outstanding, 98% felt the support they received from their line manager was good or outstanding and 95% of staff felt that the management of pupil behaviour was good or outstanding. It is our aim to get 100% for each of these categories in the next survey.

In addition there are benefits to being a colleague within Sidney Stringer Multi Academy Trust

- **100% attendance - 1 day off following year**
- **Staff Development- new leadership challenge programme and subsidies for Masters' degree Chromebooks for teaching staff and class sets for lessons**
- **Social committee with subsidised events**
- **Revision sessions paid for (Subject to minimum numbers)**
- **Occupational health and counselling support**
- **Cycle Scheme**
- **Free Flu jabs**
- **Long service awards**
- **Potential to work across more than one school/phase if appropriate**

JOB DESCRIPTION – Assistant Librarian

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Responsible to: The Librarian

Grade: 2

Hours: 35 hours per week - Monday to Friday 8.30am to 4.00pm though happy to consider hours to suit the right candidate

Term time only plus 5 days

Job Purpose:

To assist the Librarian in promoting and developing the school library in order to support and nurture a whole school focus on literacy and reading.

Main Duties:

Library

- Managing the issuing and returning of the library's stock
- Shelving stock and keeping the library in good order
- Cataloguing, withdrawing and maintaining stock under the direction of the school librarian
- Processing new stock so that it is ready for shelving
- Managing the library management system and supporting its use by students
- Running the overdue system
- Helping library users find material to meet their needs
- Assisting library users to become proficient in using online resources
- Encourage pupils and staff to use the library through a range of library-based activities such as lunchtime clubs and shadowing book awards
- Opportunity to deliver library educational sessions to students, with support from librarian or class teachers.
- Supervision of students using the library, and assistance with their enquiries
- Sole responsibility for all library duties 1 day a week, with guidance from librarian

Reprographics

- Provide a full and efficient clerical support service to staff where needed, including word-processing, photocopying, data-entry and document finishing.
- Undertake the organisation of clerical and administrative services towards the following:
 - Preparation of letters and information to parents and students
 - Preparation of teaching materials
 - Preparation of administration documents
 - Preparation of student reports.
- Receive; prioritise process requests using photocopier and reprographic equipment to produce high quality documents for teachers and admin staff.
- Answer enquiries and assist staff and students on use of equipment and services provided by this section.

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of The General Data Protection Regulation (GDPR) and Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy

is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: D Burrows (October 2022)

PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and Training	<p>Good numeracy/literacy skills</p> <p>Good ICT skills</p>	
Experience		<p>Relevant work experience in a similar environment</p> <p>Experience working with young people</p>
Qualities, Skills, Knowledge and Abilities.	<p>A positive interest in working with students, and an ability to inspire them</p> <p>Ability to relate well to children and adults; sense of humour</p> <p>Able to work on own and as part of a team, with strong communication skills</p> <p>Ability to build good working relationships with a range of colleagues</p> <p>Tactful, respectful and sensitive to the needs of others</p> <p>Ability to work calmly and with patience</p> <p>An ability to be organized and also creative.</p> <p>A well-developed sense of responsibility and professionalism shown at all times</p>	<p>Able to demonstrate the ability to learn and adapt from past experience, working as a reflective professional</p> <p>A eagerness to get involved in the opportunities a dynamic and forward-thinking school brings and support the academy and its values as an ambassador of this</p>
Special Recruitment	<p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A DBS Disclosure will be required prior to appointment</p>	
References	<p>2 x positive and supportive references as dictated by KCSIE – Safer Recruitment</p>	



Assistant Librarian

Required as soon as possible

Grade	2 - (£16,705 - £17,316 pa actual salary)
Working hours	35 hours per week Monday to Friday - 8.30am – 16.00pm (half an hour lunch) Can be flexible with hours
Term time	Plus 5 days (Teacher training days)

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free School and Sidney Stringer Academy.

If you would like further information or to discuss the post in more detail then please contact **Rachel Collins, Librarian**– rcollins@egacademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our Website:
www.sidneystringertrust.org.uk

Please return completed application forms to the recruitment team –
recruitment@egacademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: **Monday 28th November 2022 at 12:00pm**

Interview date: TBC

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.