

Job Description

Job Title	Learning Resource Administrator (Library Assistant)	Department	Administration
Reporting to	Reading Intervention Specialist and Literacy Coordinator	Grade	4
Hours per week	30 during term time		
Hours of Work	<i>To be agreed with Line Manager (including a 30 minute unpaid break each day)</i>		

Job Purpose: To assist in promoting and developing the academy library in order to provide an efficient service to pupils and staff.

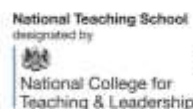
Main Functions:

- Encourage pupils and staff in using the library by supporting a range of library-based activities
- Maintain and develop the Accelerated Reader (AR) Programme through enthusiastic help for students when selecting books; assistance to teachers; and undertaking AR stock acquisition.
- Manage the issuing and returning of the library's stock
- Shelve stock and keeping the library in good order
- Withdraw stock under the direction of the Literacy Co-ordinator.
- Catalogue of new material to the library collection. Process new material so that it is ready for shelving
- Manage the library management system and supporting its use by students
- Run the overdue system

Partway • Wantage • Oxfordshire OX12 9BY.

Headteacher: **Jo Halliday BSc Hons Dip M NPQH**

Telephone: 01235 225700 • Email: enquiries@kaacademy.org • www.kaacademy.org



- Support with the supervision of students using the library
- Assist with organisation of library events (Carnegie, World Book Day)
- Engage actively in the performance review process
- Other duties reasonable to assist in the smooth operation of the library
- Undertake administrative duties in other areas if required

Universal

- To be personally committed to the process of continuous improvement in the Academy.
- To participate in relevant staff development and training activities.
- To participate in personal Professional Development.
- To be committed to safeguarding and promoting the welfare of children and young people.
- To be prepared to undertake First Aid Training if required.

Name:

Signed:

Date:

Name:

Signed:

Date:

Partway • Wantage • Oxfordshire OX12 9BY.

Headteacher: **Jo Halliday BSc Hons Dip M NPQH**

Telephone: 01235 225700 • Email: enquiries@kaacademy.org • www.kaacademy.org



Person Specification Learning Resource Administrator (Library Assistant)

	Essential	Desirable
Education:		
A good standard of general education	X	
Experience:		
Previous library experience		X
Previous experience of working in a academy or other academic environment		X
Good level of ICT Skills	X	
Skills and Personal Qualities:		
Ability to work alone and as part of a team	X	
Ability to communicate well within the academy and wider communities	X	
Good organisational skills	X	
Ability to deal confidently with enquiries from library users	X	
Keen to promote a welcoming and helpful image of the library	X	
Ability to develop a culture of mutual respect with the pupils	X	
Enjoy working with young people	X	
Have an interest in children's literature	X	
Be interested in their own professional development	X	

King Alfred's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff are expected to promote fundamental British values.