



Bolingbroke
Academy

Graduate Library Assistant (1 Year Fixed-Term)

An exciting opportunity has arisen for an aspiring Librarian to develop their experience within our passionate and ever courageous community.

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive and model leadership and determination to the students and pupils within our rich and diverse community. We opened in 2012 with the vision to create a centre of excellence in the community.

We empower our teams by valuing the individual and ensuring personal development. This is delivered through weekly CPD sessions, frequent line management meetings and allowing staff to have their voice and develop their own ideas and projects. Our staff's wellbeing is key to creating a friendly supportive community within the school. Guided by our internal wellbeing committee we have a wide range of initiatives designed to improve the motivation and lives of our staff.

The Role:

To assist the Career and development leader who is a qualified librarian in promoting and developing the school library in order to provide a creative and inspiring service to pupils and staff. You will also be involved in the reading group programme. As a training post, the role gives an overview of library work. It could provide a foundation for further postgraduate study at a school of librarianship/information management or for recent graduates of such a course seeking to specialize in school librarianship.

The Graduate library assistant will gain experience in running the Academy's library. The library as a whole, aims to promote reading for pleasure, support independent learning across the Academy and provide resources and access to information to support teaching.

Reports to: Career and Development Leader

Start date: September 2023 (1 Year Fixed-Term)

Salary: Ark Support Pay Scale, Grade 4, Points 3-4 - £23,720.10 - £24,114.04 (Pro-rated Term Time Only)

Hours: 40 hours per week – Term Time only (8:00am to 4:30pm)

Closing Date: 16th June 2023, 4pm

Key Responsibilities

- Managing the issuing and returning of the library's stock
- Support the administration of the reading group programme
- Shelving stock and keeping the library in good order
- Assist with the running of the school stationery shop
- Withdrawing stock under the direction of the Career and Development leader
- Provide support for cataloguing of new material to the library collection. Processing new material so that it is ready for shelving
- Managing the library management system and supporting its use by pupils
- Running the overdue system
- Help library users find material to meet their needs
- Encourage pupils and staff in using the library through supporting a range of library based activities
- Supporting the Career & Development Leader with the supervision of students using the library
- Promote reading for pleasure through familiarising themselves with the collection and recommending books to students/staff
- Selecting and suggesting new resources
- Helping plan library tasks/lessons/Competitions
- Create displays to show student work, and promote reading and the library
- Promoting and safeguarding the welfare of children and young persons for whom they are responsible and with whom they come into contact with.
- Any other duties commensurate with the grade and nature of the post.

As this is a training position the post-holder will have the opportunity to take part in visits arranged on behalf of the Graduate library assistant to other Ark school libraries as well as libraries in different sectors. Although most of these sessions take place in work hours, the successful candidate is expected to contribute to their own professional development outside of work hours.

Person Specification: Graduate Trainee Library Assistant

Qualification Criteria

- Qualified to degree level
- Right to work in UK.

Experience

- Experience of working in a library or school environment is ideal but not essential
- Experience of working with young people is ideal but not essential.

Personal Characteristics

- Helpful and positive nature
- Able to communicate and relate well with children, parents and members of the community
- Keen to learn and develop own skills
- Reflective: able to review own performance
- Driven: keen to take initiative and continually looking for ways to improve systems and procedures
- Flexible attitude towards work; can adapt quickly to new demands
- Commitment to the values and ethos of the academy.

Specific Skills

- Have an interest in YA and Children's Literature
- Excellent communication skills, both written and oral
- Excellent administrative and organisational skills
- Ability to manage and disseminate information in a range of different media
- Extremely organised and able to deliver on time and to agreed quality standards
- Capable of developing and using a range of resources to support the delivery of learning
- Ability to work well as part of a team and independently
- Understands the importance of confidentiality and discretion.

Others

- Committed to equality of opportunity and the safeguarding and welfare of all pupils
- Willing to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.