

University College School  
Frognal  
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## **JOB DESCRIPTION**

University College School is one of the top independent schools in the UK. Operating as three linked schools at separate sites in Hampstead, it educates 1100 students from age 3 to 18. The main aims of the school are the pursuit of academic excellence with a strong ethos of independent thought and individual judgement.

The AKO Centre Library, based at the Senior School, Frognal, contains a wide collection of general and reference books, periodicals, and multimedia covering the teaching, learning and recreational interests of members of the school. Library staff are responsible for displaying, circulating, organising a loan service, storing materials and informing students and staff of the availability of these materials.

The Library offers access to information and ideas to support intellectual enquiry, teaching and learning. Individuality is respected and a questioning, independent approach to learning is encouraged. The AKO Centre Library aims to provide a suitable environment for the acquisition of knowledge, the stimulation of intellectual curiosity, quiet reflection and the exercise of imagination. It provides an alternative to the classroom, the sixth form centre and the playground.

### **1 JOB DETAILS**

Job Title: Library Assistant - full time: 35 hours per week  
(term time only with extra week/s during school holidays as dependent on operational requirements)

Location: The AKO Centre Library, Frognal

### **2 JOB PURPOSE**

To support teaching staff in the delivery of education and facilitate the learning process for pupils.

### **3 DIMENSIONS**

The Library Assistant position reports to the Head of Library. The team comprises the Head of Library, the Assistant Librarian and the Library Assistant (term time only)

The Library Assistant position requires a strong working relationship with all academic staff and pupils and in particular to support the management and development of the school library as a learning resource centre which supports and enhances the learning environment of the school.

## **4 KEY RESULT AREAS**

Under the Health and Safety at Work Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment. This means taking a proactive role in ensuring this.

### **LIBRARY ADMINISTRATION AND ORGANISATION**

- i Issuing and recalling of loaned resources.
- ii Filing and shelving of resources.
- iii Enrolling new users of the library.
- iv Mending/maintenance of physical condition of resources.
- v Maintaining the general appearance of the library environment.
- vi Monitoring the appropriate behaviour/use of the library and following up where necessary.
- vii Assisting pupils and staff in the use of library.
- viii Assisting with the Lower and Middle School Reading programmes
- ix Participating in the Library Advisory Committee
- x Liaising with academic staff where necessary
- xi Other library duties as required

### **DAILY PROCEDURES**

- i Assisting with the opening up of the library at the required times with all library facilities available for use.
- ii Logging of all requests/incidents.
- iii Softlink Oliver

### **DISPLAYS, JOURNALS**

- i Scanning books for display.
- ii Assisting with the design and maintenance of the library display boards outside the library and in the staffroom.
- iii Assisting with the design and maintenance of the book displays inside the library.
- iv Recording journal delivery details; displaying and distributing journals; management of subscriptions and back numbers; cataloguing journal articles.

## **5 REQUIREMENTS FOR THE POSITION**

***ESSENTIAL***

- i) ICT literate
- ii) Self-starter and able to work independently
- iii) Excellent communication and interpersonal skills
- iv) Ability to work as part of a team
- v) Flexibility with working hours and the ability to work extra hours

***Desirable:***

- vi) Experience of working in a school environment
- vii) A library qualification
- viii) Working knowledge of a Library Management System
- ix) Practical working knowledge of classification and cataloguing