



Ripon Grammar School

Job Description

Library/Administration Assistant

Key Aspects of Role:

- To work with the Learning Resources Manager to develop and promote reading for pleasure and to support teaching and learning in the school.

Reports To:

- Learning Resources Manager

Terms and Conditions:

- 37 hpw Term time only + Training Days + 1 week in school holidays
- NYCC Band 4, points 9 – 13

Professional Attributes and Qualifications:

- A Level/NVQ3 Level or equivalent
- Excellent literacy and numeracy skills
- Good ICT skills

Specific Responsibilities and Duties:

- Work with the Learning Resources Manager to develop and promote the library services and facilities
- Development of the Library Management System, including the organisation, cataloguing and classification of all printed and digital resources, collating data and producing simple reports
- Circulate and store resources to ensure effective retrieval
- Develop a keen interest in and knowledge of children's literature
- Administrative work in support of the library using a range of software applications (Word, Excel, Powerpoint, Publisher, Oliver)
- Preparation of displays, guidance and promotional materials to maintain a welcoming and safe environment in the library

- Preparation of new printed library resources, i.e. covering, labelling, repair etc.
- Supervision of pupils using the library for independent study and maintaining a welcoming, supportive atmosphere conducive to positive learning experiences
- Work with staff and pupils to assist in the selection and use of reading and information resources to support their curricular and leisure needs
- Organise events, competitions, reading groups and book fairs
- Assist in managing the library budget
- Assist the Headmaster's Secretary or other administration staff as and when required
- Be a fully qualified first aider, or willing to undertake relevant training, to assist school nurse during school hours, if and when required.
- Participate in the school's Performance Management scheme
- Participate in training and other learning activities and performance development as required
- Attend and support after school events as required, in relation to the library
- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Any other duties as reasonably requested by the Headmaster