

LIBRARY AND LEARNING ASSISTANT

Reference No.	I597.01	Type	Individual
Service	Education		
Job Family	Admin and Clerical 3	Grade	FC3

Purpose

To provide a comprehensive admin service within the library and to develop, organise and promote the library to provide support for teaching, lifelong learning and raising attainment by the effective exploitation of information resources for both staff and pupils.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Managing and maintaining an automated library system, e.g. issue and return of books, journals and periodicals using the on-line Library system, logging new books, repair and/or disposal of damaged/unused books.

Creating and demonstrating a welcoming and 'user friendly' learning environment, encouraging pupil participation and ownership whilst maintaining behavioural standards and developing, in collaboration, with teaching staff a library layout which is inclusive and signposts books to pupils who do not often read for pleasure.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Educated to SCQF level 4, which includes National 4 or Standard Grades at General level or O' Grades or equivalent in a relevant subject.

Ability to provide a regular and effective service (Deliver results) – See 'How We Work Matters' Framework

Experience of working in an office or within a school environment

Communication skills (Focus on customers)

Interpersonal skills

Experience of dealing with children

E	D
✓	
✓	
	✓
✓	
✓	
	✓

Role Profile

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Positively promoting the library, facilities and whole school literacy initiatives to staff and pupils by e.g. producing promotional materials, arranging book and author events, assisting with the running of book groups, administering accelerated reader and giving talks and presentations both within and out with the school.	Accuracy skills Team working skills (Work together) Organisational skills (Take ownership) IT skills (Embrace technology and information)	✓ ✓ ✓ ✓	
In partnership with departments and managers, based on pupil views, borrowing information and reading age data develop a library stock which is popular and suits the needs of pupils select and acquire resources that support curriculum, lifelong learning, reader development, literacy, specific departmental needs, and CPD.			
Submitting order forms, receive goods, cataloguing and classifying where necessary.	Knowledge of corporate and school financial/admin systems		✓
Liaising with the Business Manager regarding the Library budget.	Experience of financial systems		✓
Preparing and submitting bids for extra funding, e.g. for specific projects, resources.			
Taking a lead role in the planning and delivery of library based learning and information skills programmes to groups and individuals (staff and pupils) in the effective use of ICT, library skills and research techniques including website analysis, software usage and to support (tracking and monitoring) literacy initiatives throughout the school.			
Providing resource and research assistance for classes in conjunction with class teachers; encourage appropriate use of the Information Centre and its resources by individuals and small groups engaged in private study.			
Leading or participating in school working groups as required, e.g. PEF funded initiatives with targeted groups and assisting teachers with monitoring progress.			
Maintaining and promoting the use of relevant ICT resources to support learning and teaching and maintain ICT booking system.			

Role Profile

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Working with Cluster Primaries and wider community to embed a culture of reading, reading for pleasure and book groups.				
Administering and promoting after school clubs based in the library, e.g. chess, book reading.				
Inputting attendance into Management Information Systems.				
Maintaining and updating the school website.				
Ensuring the library functions efficiently, is tidy, with stock in good physical repair and attractively presented.				
Assisting with general day to day admin processes when needed.				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input checked="" type="checkbox"/>	

E = Essential Criteria D = Desirable Criteria

Role Profile

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results