

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

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| Position Title | Library Assistant | Reference: 120522 |
| Function/Department | Specialist – Lincoln Library | Location: Stamford |
| Manager Name & Title | Director of Library Services | |
| Position Type | Permanent | |
| Position Status | Full Time | |

Position Objective

The library assistant helps keep the library running smoothly during daily operations. Performs responsible and varied clerical work in circulation, interlibrary loan, materials processing and shelf maintenance. Provides friendly, high quality customer service to Library patrons.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhered to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

- This is a physically demanding role and applicants must be physically fit and have the ability to lift and bend to re-shelve books on a daily basis. They may also be required to lift/push/pull up to 22.5 kgs.
- Comfortable going up and down a ladder.
- Process loans of library resources, including digital devices
- Handle user enquiries on any library or information matter
- Process library resource orders
- Catalog and process library materials
- Perform book repair and maintenance
- Shelve library books and materials, and do shelf-reading, on a daily basis
- Create library displays and interactive bulletin boards
- Conduct inventory and follow up on the return of overdue books and circulation of materials
- Update online documents and webpages
- Collect and distribute resources to classrooms (i.e. UOI resource lists)
- Interact with students, including assistance with book selection and storytelling
- Help with the smooth running of library events e.g. book fairs, book parades etc
- Undertake supervisory duties before, during or after school e.g. parent drop off
- Other duties as directed

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| Position Requirements | |
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| <ul style="list-style-type: none"> • Two-year post-secondary degree • Keen learner who is adaptable and is able to work effectively in a small team • Ability to communicate fluently (e.g. interact confidently with students, teachers, and parents in both written and spoken English) • Ability to effectively work and communicate with individuals from a variety of cultural backgrounds. • Experience in interacting and working with elementary school students and parents • Excellent digital and information literacy skills (e.g., ability to learn and use the library databases and do searches for patrons) • A self-starter with the ability to work independently and complete job duties as assigned • Comfortable with on-the-job training and development • Ability to work under pressure with a high turnover of young patrons in the library • Flexibility to work with a variety of students and in a variety of environments • Love of books, reading, and libraries – and willingness to learn the collection • Demonstrates the Stamford Values – Integrity, Courage, Ingenuity and Compassion | |
| Qualifications | |
| <ul style="list-style-type: none"> • Library or Information Studies qualification (desired) • 2+ years of relevant working experience in a library, school or information resource centre (desired) • Familiarity with Macs and 1:1 laptop/iPad educational environments • Familiarity with any of the digital tools used by Stamford including Follett's Destiny, Google Apps and Microsoft or Apple suites • Technical experience (e.g., systems programming, webpage design) | |
| Contacts | |
| <ul style="list-style-type: none"> • Stamford Teaching and Non-Teaching Staff • Parents and Students • External service providers • PTA | |
| Working Conditions | |
| <ul style="list-style-type: none"> • School Environment • Working hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings • School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates) | |
| Terms of Employment | |
| <ul style="list-style-type: none"> • Medical Benefits: • Sick Leave/Hosp: • Probation Period: • Referee request: • Background Check: | <p>Medical insurance provided where applicable</p> <p>60 days hospitalization leave including 14 days sick leave</p> <p>3 months from date of commencement</p> <p>Required</p> <p>Required</p> |