|  |  |
| --- | --- |
| **Job Title** | Library Assistant |
| **Reports to** | School Librarian  |

**Job Purpose**

School Library is the main reference and lending library of the College, providing over 30,000 resources including books, DVDs, magazines and a range of e-books and online resources. Printing facilities and Wi-Fi are also available. It is a thriving environment, open to all members of the Eton College community.

The library is open seven days a week during term-time, and currently staffed by a team of three librarians and an administrator who manage the collection, deal with a wide range of queries, supervise students and teach study skills. As well as supporting the curriculum, School Library aims to support the leisure needs of staff and students alike, with a broad selection of non-academic resources.

The Library Assistant will support the School Librarian and Library team in the day to day running of the School Library. This will involve a variety of tasks, from organising resources, to promoting services to pupils and the College community. Also, the role will be key in promoting and maintaining an atmosphere that is conducive to study, which will involve ensuring positive behaviour from the boys, as well as engaging with visitors, offering support and dealing with any queries in a pro-active manner.

The successful candidate will receive an introduction to the Library and the team, together with the required training.

**Working pattern**

This is a part-time, permanent position.

Working hours will be 25 hours a week. The hours of work are 2.15 - 7.15pm, Monday to Friday, and Saturdays 8.45am – 1.00pm (one in four on a rota basis, in term-time only). Some flexibility is required as a response to peaks in workload.

You will be working during term time plus an additional 3 weeks: 38 weeks in total. You will be paid for 43.6 weeks per year which includes 5.6 weeks paid holiday entitlement. You will be paid over 12 months.

**Key Tasks and Responsibilities**

* Undertaking enquiry desk duties, including the issue and return of books using the Heritage Cirqa library management system;
* Assisting pupils and staff with general, reference and IT enquiries;
* Supervision and behavioural management of boys where necessary;
* Maintaining an atmosphere conducive to study;
* Responsible for the School Library building during the hours of work;
* Assisting as and when required in duties such as shelving of stock, repair of books, creation of displays etc.
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following;

* Have impeccable customer service skills;
* Have excellent communication and inter-personal skills;
* Be well-organised and efficient, with a strong attention to detail;
* Have the ability to manage multiple tasks;
* Have the ability to work as a member of a team;
* Ability to manage and communicate with large groups of young people;
* Behavioural management skills;
* Library experience, would be welcome, but not essential and ideally would have been gained in a school environment;
* Have knowledge, understanding and competence in IT;
* Possess learning support skills;
* Knowledge of children’s literature and information sources;
* Demonstrate reliability and flexibility;
* Show confidence in dealing with all members of the school and the wider community;
* Be committed to the ethos and values of Eton College.

You may enjoy this role if you;

* Are passionate about education;
* Are passionate about providing excellent customer service.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**