

## JOB FAMILY – Administration and Operations

Job Name	Library Assistant
Job Code	TLS01/13
Job Summary	To support the Library operations and goals to provide information services, a reading for pleasure ethos and curriculum resources across the school
Main Accountabilities	<ul style="list-style-type: none"> <li>● Engage with staff and students to answer and respond to enquiries</li> <li>● Handle loans and returns of library resources</li> <li>● Administer reservation system of library resources</li> <li>● Process new library resources (cataloguing, receiving, accessing, editing, maintaining library records and data)</li> <li>● Upload data to library system from internal &amp; external sources</li> <li>● Process the application of staff, students &amp; parents. (Input and update the records of library users)</li> <li>● Research information from various sources to support teaching &amp; learning</li> <li>● Prepare overdue reminders &amp; bills for staffs and students</li> <li>● Produce library publications to promote library programs, activities and resources e.g., booklets, brochures, leaflets, forms, bookmarks, etc</li> <li>● Prepare relevant library displays</li> <li>● Help design and maintain the library web page(s).</li> <li>● Supervise and monitor student behaviour in the library</li> <li>● Maintain the regular supply of magazine &amp; newspapers subscriptions</li> <li>● Repair/discard old library resources as necessary</li> <li>● Re-shelve books daily and maintain the tidiness of the library</li> <li>● Conduct annual stock check of library resources, discard the outdated/damaged items</li> <li>● Produce library statistics &amp; present reports</li> <li>● Monitor and respond to correspondence with patrons as necessary</li> <li>● Performs other duties and assumes accountabilities as apparent or as delegated including mutually agreed upon objectives</li> </ul>
Typical reporting relationship	Head of Library
Minimum typical education	Joint Certificate in Librarianship (preferred but not essential)
Minimum typical experience	Relevant experience in the library or bookstore
Core Professional/Technical Competencies required	<p>Abilities</p> <ul style="list-style-type: none"> <li>● Ability to appraise and evaluate library materials to ensure a well-balanced, up-to-date stock which meets the curricular and recreational needs of all readers</li> </ul> <p>Knowledge</p> <ul style="list-style-type: none"> <li>● Knowledge of school's aims and objectives, students' abilities and reading needs</li> </ul>
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> <li>● Customer Service</li> <li>● Collaboration</li> <li>● Effective Communication</li> <li>● Attention to detail</li> <li>● Administrative skills</li> <li>● Organisation</li> </ul>



Development/Training to support role competencies	Development activities To be negotiated as part of the PRD (Professional Reflection & Development) process  Relevant courses To be negotiated as part of the PRD plan
Note: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave.	

**Confidential**