

Al Risalah Secondary School



Job Title Voluntary Library Assistant

Job Purpose: To support the English Department in the daily running of the Library including supervision of library users and administration of library resources

Responsible to: Librarian

Other Functional Relationships: Bursar

Working Hours: Tuesday, Wednesday and Thursday
11.00am -2.30pm

Tasks:

- Supervision of library users generally
- Operation of the computerised library management system for the issue, return and renewal of books
- Assist with processing and cataloguing of new books and resources
- Processing, distribution and filing of newspapers and magazines
- Helping library users to locate books and information
- Assist users with printing and photocopying requirements
- Assisting with book displays and other promotional activities
- Shelving and tidying of books

Person Specification:

- Ability to deal with pupils and staff in a patient, sensitive manner in a busy environment
- Methodical and able to pay attention to detail, to ensure accuracy in shelving, cataloguing and issuing of books
- Physically fit to undertake a large amount of shelving
- Interest and knowledge of books
- Artistic flair combined with familiarity of Publisher software, in order to produce leaflets, posters and displays
- Good ICT skills including word, excel and publisher
- Interest and enthusiasm for books
- Ability to prioritise and use initiative
- Good communication skills
- Able to present a positive image
- Flexible attitude