

JOB DESCRIPTION

JOB TITLE	Graduate Library Trainee
DEPARTMENT/SECTION	Information Services
LINE MANAGER	Head Librarian

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to:

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons for whom they are responsible, or with whom they come into contact.

JOB SUMMARY

Forest school is home to two bustling libraries; the Prep Library for the Primary school and the Martin Centre for Innovation (The MCI) catering to the senior school and sixth-form. The MCI is further split over two levels with an extensive fiction collection on the ground floor and a robust non-fiction offering on our first floor. The libraries are both hives of activity, playing host to many students during break and lunch times, weekly library lessons in the prep school, English reading lessons in the senior school, as well as accommodating both internal and external events. The libraries are currently staffed by a head of department as well as two other qualified librarians. We are seeking an enthusiastic and motivated Graduate Library Trainee who plans to pursue a postgraduate course in Librarianship following this role. The ideal candidate will be passionate about working with all ages of children and young people and keen on contributing to the day-to-day operations essential to running a successful library in a large school. They will also be enthusiastic and have a willingness to learn about the myriad of processes required to run two bustling school libraries. Candidates should also look forward to directing primary (ages 4-11) library lessons and staffing the primary library during break and lunchtimes. The successful applicant will also complete a comprehensive training course throughout the academic year that will aid their preparation for their subsequent Master's program.

KEY DUTIES AND RESPONSIBILITIES

- Staffing the library desk
 - Issuing/returning books from students
 - Answering user enquiries
 - Shelving returned resources and keeping shelves tidy and organised
 - Issuing textbooks to students
- Supervising Break and Lunchtimes in the Library
 - Ensuring behavioural standards are adhered to
 - Directing students to appropriate Library activities
- Processing library stock
 - Labelling, covering and adding new stock to the library catalogue
 - Weeding old/unused/broken stock from the shelves and library catalogue
 - Replacing labels on resource as needed
 - Carrying out basic repairs
- Assisting with Library inductions
 - Helping to familiarise new students with the school library
 - Help develop information literacy skills in students to benefit their studies (particularly in regard to EPQ and HPQ programs)

- Collection development and maintenance
 - Recording and ordering student requests
 - Taking inventory of textbooks and resources required by teaching staff
- Promoting the Library and Collections
 - Creating relevant seasonal displays
 - Assisting with any Library clubs or activities that use the library spaces

Additional Activities

- Self-directed Project
 - Select and complete a personal project that contributes to the current library offering
- Involvement in the wider school community
 - Potential for involvement in wider school activities of interest
- External development opportunities
 - Opportunities to attend external professional development events or take part in online training sessions offered by relevant professional bodies (e.g. CILIP, SLA etc.)

TERMS OF EMPLOYMENT

- The post is Term Time + 20 days. Hours of work are based on 40 working hours per week which includes half-hour lunch break, as determined by the library opening hours and staff availability.
- There will be a mix of shift patterns across the week to cover the library open hours (07:30 – 18:00)
- Occasional weekend or evening for School events, including Open Day and all InSET days.
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 19.46%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking.
- Employer death in service benefit
- Support with extensive CPD opportunities

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Faculty/Section.