



Library Assistant

Job Description

Job Title: Pupil Library Assistant
Job Purpose: To help the LRC staff run an effective library
Responsible to: Mrs Huckerby/Mrs Mason

Duties

- Helping to issue and return resources
- Helping to choose resources for the LRC
- Dealing with enquiries and requests from users
- Helping users find information
- Helping users with ICT problems
- Advising users on books they enjoy reading
- Advising users on useful resources for homework
- Helping out at special events such as author visits, open evening etc
- Helping in preparing displays
- Keep the LRC tidy

Pupil library assistants will be:

Respectful

Reliable

Ready to learn

Hardworking

Honest

Cheerful

Sensible

Enthusiastic

You will also:

Have an interest in books

Have good communication skills

Enjoy working with computers

Be willing to help others and enjoy helping others