

October 2021



British
International School
Riyadh

JOB DESCRIPTION: Library Assistant

LINE MANAGER: Library Manager

SALARY: Admin Scale 9

JOB PURPOSE

To acquire, organise and provide access to a wide range of Library resources to all members of the school community. To promote and support all learning needs and personal interests, development of enjoyment of reading, knowledge building and curiosity.

RECRUITMENT CRITERIA

- Excellent communication skills. He/she should be able communicate effectively with both students and teachers
- Computer literate
- Team worker. Good at Multitasking
- Energetic, enthusiastic and proactive
- Have excellent written and spoken English
- Experience in working with children of all ages, feels comfortable with them and enjoys serving them
- Had some exposure to basic library procedures
- A clear understanding of the role of a library in the 21st century

JOB ACCOUNTABILITIES

- Assist students and teachers in locating resources thus enabling them to be effective users of ideas and information
- Assist in acquiring current, relevant and appropriate resources for the school library. This includes keeping up to date with newly released publications and anticipating and seeking out the needs of the users
- Support and lead teaching, where appropriate, through initiatives and projects under the direction of the Library Manager.

- Plan and implement library lessons during remote learning scenarios as well as face to face scenarios, when and as needed.
- Support the administration and promotion of BISR's digital reading platforms (Sora and Epic)
- Monitor student use of the Library during class hours and Lunch break
- Perform clerical duties such as issuing, returning and renewing books, shelving, processing, maintaining book order on the shelves, maintaining records of late books/ lost books/ fines, mending damaged books and conducting periodic stock check including weeding old resources
- Provide curricular support to the teachers of the different year groups by preparing Topic boxes. These boxes contain resources that are specific to the subjects taught in that particular term
- Promote the use of the Library through Displays and by providing advisory and information services to all users
- Instruct all users of the Library in the use of the current Library software and to assist them in finding information using this resource
- Develop constructive and co-operative relationships with colleagues and students and maintain them over time
- Train and direct parent and student volunteers
- Respond to complaints, taking action as necessary
- Collaborate with teachers in organising reader development initiatives, activities and games.
- Be responsible for compiling the order for resources for the KS1 or KS2 library. This is then submitted to the Library Manager for approval
- Work under the direction of the Library Manager to ensure that KS1 or KS2 Library functions in accordance with whole school guidelines
- Under the direction of Library Manager, performs tasks and takes on projects that are related to other parts of the Library
- Issue fines and authorise deductions from book deposit but needs approval from the Library Manager to authorise refund of monies to user

Independent Decision Making Authority

- Decisions regarding day-to-day running of the Library
- Making displays,
- Organising library activities for students
- Issuing letters (for overdue, lost and damaged books) and fines to students
- Weeding of old resources
- Preparation of topic boxes

KEY EXPECTATIONS

All staff are expected to:

- Be aware of and committed to the mission, vision, values and all associated school policies
- Take an active role in the development and implementation of school policies and in the whole life of the School
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook

| Name of post-holder | Signed by post-holder | Date |
|---------------------|-----------------------|------|
| | | |

| Name of line manager | Signed by line manager | Date | To be reviewed |
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