# St Michael’s Catholic Grammar School

*“Love one another, as I have loved you”*

## Job Description

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| **Role**  | **Librarian/Reprographics Assistant** |
| **Hours and weeks**  | 15 hours per week, 39 weeks per year. Proposed regular hours are Monday to Friday 10:00 to 13:00 although this can be varied in negotiation with the line manager as long as the needs of the school are met. Some flexibility is expected according to the requirements of the school.  |
| **FTE salary range**  | Unified Rewards Grade C Schools Administration job family – level 2  |
| **Pro rata salary range**  |  |
| **Reports to**  | Librarian/Reprographics Officer  |
| **Supervising duties**  | None  |

**Purpose of Job:**

In the absence of the Librarian/Reprographics Officer, the Assistant Librarian/Reprographic Officer will deputise in her/his absence.

To contribute to the management, development and for promoting the library, to ensure that all students and staff have ready access to as broad and relevant a range of reading matter, reference materials, research tools and information services as possible, in order to support teaching and learning throughout the school, facilitate independent learning, and encourage reading for pleasure.

To provide learning opportunities and managing the Library before, during and after school

To organise and maintain the reading resources in order to support the school in promoting and developing the school library in order to provide an efficient service to pupils, parents and staff

To ensure the smooth running of the printers around the school, supporting staff in their use and maintenance.

To administer bulk photocopying of resources for teachers and support staff. To advise on the use of photocopying and other resources available to school staff. Administer the school photocopying system to enable efficient working and support others in its use.

**Key accountabilities/duties/responsibilities:**

This list is not exhaustive.

### Support for pupils

Assist with the reading development of pupils through supporting a range of library resources.

Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs

Encourage pupils to interact with others and engage in activities

Set challenging and demanding expectations and promote self-esteem and independence

Provide feedback to pupils in under guidance of the teacher

### Support for teachers

Create and maintain a purposeful, orderly and supportive environment, in accordance with current learning and assist others with the display of pupils’ work

Use strategies, in liaison with the teacher, to support pupils to achieve learning goals

To encourage pupils to take responsibility for their own behaviour

Assist with the administration and invigilation of routine tests

Provide photocopying and other reprographic support in a timely and efficient way.

Support other school support systems, in particular the printing system, through the regular replacement, maintenance, ordering and storing of printer cartridges. In addition, provide members of SLT advice on the use and implementation of these resources.

### Support for the Curriculum

Assist, under the direction of a teacher, with the implementation of learning activities.

Support the use of ICT in learning activities and develop pupils’ competence and independence in its use

Provide support for cataloguing of new material to the library collection.

Processing new material so that it is ready for shelving

### Support for the School

Be aware of and comply with policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop