



## JOB DESCRIPTION

<b>Job Title: Admin Support Library</b>	<b>Department: Admin</b>
<b>Reports to: Primary Librarian</b>	<b>School Hours : 7:45am to 4:30pm</b>
<b>Role:</b> Provide administrative support to the senior librarian.	
<b>Key Accountabilities</b> <ul style="list-style-type: none"><li>• Under the supervision of a Teacher Librarian, provide administrative support for the smooth functioning of the library.</li><li>• Assist with the resources circulation process including checking resources in and out, sorting, and filing and shelving materials, issuing overdue statements, letters, and collecting lost resources fees.</li><li>• Assist the librarian with the preparation of incoming resources, including accessioning, cataloguing, barcoding resources and getting items “shelf ready”.</li><li>• Identify resources that are in a poor condition and get the repairs done by the support staff in the library.</li><li>• Become familiar with the Automated Library System resources management.</li><li>• Operate library equipment effectively, including laptops, printer, kindles and photocopier and ensure the responsible usage of equipment by students and staff within the library.</li><li>• Support student learning by helping locate resources in the library</li><li>• Enrollment of staff and students in the library software.</li><li>• Help with the preparation and creation of displays in and around the library.</li><li>• Supervision of children referring to the school’s code of conduct for behaviour and discipline. Ensure that students maintain an acceptable standard of behaviour in the library and observe the rules led by the library.</li><li>• Ensure an effective lending and reference service is provided throughout the school day.</li><li>• Help support library activities (i.e. Reading contests, story hours, etc.)</li><li>• Assist in maintaining files.</li></ul>	

Accredited by the Council of International Schools

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- Maintain records of periodicals and displays.
- Help with the production of book lists.
- Assist in the maintenance of relevant statistics, weeding and regular stock checks.
- Maintain library in Teacher Librarian's absence.
- Maintain high ethical standards and display integrity at all times.
- This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role.
- The school may review and modify or amend the Job Description as needed after discussion with the position holder.

**Experience**

- Demonstrable experience of working
- Experience of using databases and other relevant subscription based on educational resources will be a positive.

**Qualification/skills**

- Bachelor's degree
- Good communication skills and confidence to work with international body of staff and students.

**Personal Attributes**

- Excellent written and spoken English.
- Behaviour management skills.
- Ability to work in a team.
- Willingness to take on added responsibilities.
- An understanding of the multicultural nature of the school and the implication this has for developing multilingual resources



**Competencies:**

- Will follow Admin Competencies

**PS: You may be required to support other offices in case of emergency or primary school events.**

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**Safeguarding Information** *The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.*

Job Holder's Signature:

Date: