



Library and Office Assistant

Springfield Junior School

We are looking for an enthusiastic, conscientious, self-motivated flexible and committed individual to join our team.

We are proud of our inclusive school and are keen to find someone who will fit into our hard working and friendly staff team. Our ideal candidate will be able to build strong relationships and have high expectations for every child and a strong commitment to learning and improving the lives of our pupils. The candidate will be resilient, calm, kind and able to use their initiative as well as displaying strong behaviour management skills. They will also need to be committed to their own professional development.

The successful applicant will be; hard working, enthusiastic and flexible with high standards. They will possess a 'can do' attitude and be willing to support the activities of the school. The ability to work with a range of people is essential and they must be able to act on own initiative, dealing with any unexpected problems that arise. Willingness to participate in further training and development opportunities offered by the school and QEGSMAT, to further develop knowledge and understanding of the role, are essential.

QEGSMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced DBS check. Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please apply using the Kickstart application form that can be found on our QEGSMAT website - www.qegsmat.com/kickstart-scheme

Closing date for applications: 28/02/2021

Provisional Interview date: To be confirmed

Actual Salary: National Minimum Wage



JOB DESCRIPTION

Post Title:	Library and Office Assistant
Responsible to:	Headteacher
Scale:	National Minimum Wage
Working pattern:	9am – 3pm including 1 hour of breaks per day

DUTIES AND RESPONSIBILITIES

- Administration support for the Academy
- Processing of transactional HR and Finance correspondence
- Supporting the School Business Manager with routine procedures
- Assist office staff with tasks as requested, shredding, laminating, copying, filing and sorting as needed.
- Open and distribute incoming mail, deal with deliveries and arrange distribution throughout the Academy, ensuring logs are kept
- Work alongside staff and independently to facilitate the effective daily running of the school library and library systems.
- Cataloguing, checking in/out books, restocking shelves, book maintenance if required.
- Keeping the library area clean and organised at all times.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;

- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

