



Position Title	Library Assistant	Date: August 2018
Function/Department	Library	Location: Singapore
Manager Name & Title	Head of Library	
Position Type	Permanent	
Position Status	Part Time	

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Objective

- The Library Assistant supports the Head of Library and Teacher Librarian in the successful operation of the Library and its associated teaching programs.

Specific Responsibilities

- Assist with the circulation of library materials using the Oliver Library Management system – loans, returns, adding and deleting borrowers, printing overdue lists.
- Maintain the library book collection, shelving returns and maintaining shelf order, book repairs.
- Cataloguing of library and school resources - using SCIS database, retrieve and download cataloguing data and edit to AIS Libraries standards.
- Process library and school resources – check invoices, security tagging, labelling, covering and reinforcing resources.
- Provide assistance and support to library users – locating resources, use of OPAC.
- Create promotional displays for the library – thematic displays, new resources.
- Problem-solve technological problems for library users – printer issues, photocopier.
- General office duties – typing, filing, spread sheeting, answer telephone, laminating, replenish paper in copiers/printers, changing toner.
- Assist with the annual stocktaking process.

Other duties as directed by the Head of Library.

It is the job holder's responsibility to promote and safeguard the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact with and compliance with the relevant Cognita Safeguarding Child Protection Policy and Procedures should be adhered to at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

Position Requirements

- The library is a busy and demanding work environment and the ability to communicate well with others is essential.
- A willingness to learn new skills and work within a team.



Qualifications & Skills

- Minimum O/A levels.
- Experience in working in a school environment is preferred.

Contacts

- Students, teachers, parents, Heads of Department, support staff

Working Conditions

- 8.00am to 5.00pm or as required
- Meetings as required

Terms of Employment

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police or equivalent background checks for all other countries inhabited (irrespective of whether you worked in those countries).

- Part time role (3 working days per week)
- Monthly salary range, according to qualifications and experience
- Paid Annual Leave – 13 working days
- Paid sick and hospitalisation leave
- Medical insurance