

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 practices and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Library Assistant	Reference: February 2023
Function/Department	Library	Location: AIS
Manager Title	Teacher Librarian	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

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

Responsibilities

- Assist with the circulation of library materials using the Oliver Library Management system – loans, returns, adding and deleting borrowers, and printing overdue lists.
- Maintain the library book collection, shelving returns and maintaining shelf order, and book repairs.
- Cataloguing of library and school resources - using SCIS database, retrieving and downloading cataloguing data and editing 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 and use of Opac.
- Create promotional displays for the library – thematic displays and new resources.
- Problem-solve technological problems for library users – printer issues, photocopier.
- General office duties – typing, filing, spreadsheeting, answering the telephone, laminating, replenishing paper in copiers/printers, changing toner, calling Canon services when need it.
- Printing of teacher resources as required by teaching staff, including large volumes of exam papers and revision booklet prints.
- Assist with the annual Stocktaking process.
- Other duties as directed by the Head of the Library.

It is the job holder's responsibility to promote and safeguard the welfare of children and young persons for whom they are responsible or with whom they come 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, they 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 dynamic work environment, and the ability to communicate well with others is essential.
- A willingness to learn new skills and work within a team.
- A passion for working with children

Disclaimer: The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the role.

<INSERT NAME>

Qualifications

- Minimum O/A levels.
- Experience in working in a school environment is preferred.
- Experience working with children or qualifications an advantage
- Library-specific qualifications an advantage

Contacts

- Students, teachers, parents, Heads of Departments, support

Working Conditions

- The position will be based at AIS (Lorong Chuan)
- 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 practices and pre-employment background checks will be undertaken before any appointment is confirmed. The 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).

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 60 days of hospitalisation leave, including 14 days sick leave
- Probation Period: 3 months from the date of commencement
- Referee request: Required
- Background Check: Required