

Heathlands School, St Albans



Volunteer Librarian

We are looking for a library volunteer in our School to help develop and grow our wonderful library, organise author visits and most importantly help inspire a love of reading in our young children. If you have a passion for books, are organised and enthusiastic and would enjoy working with children, then this is the volunteer position for you.

This would suit someone who loves to organise, enjoys cataloguing and is able to source books for topics for both primary and secondary class teachers.

Skills, Knowledge, Abilities

- Have good organisational, communication and customer service skills.
- Have an interest in children's literature.
- Ability and willingness to work as part of a team.
- Ability to assist with the day to day administration of the library.
- British Sign Language lessons would be provided at the School's BSL Centre.

Heathlands is committed to safeguarding pupils and this post will require an enhanced DBS check. Safer recruiting practices will be followed.

To apply for this position please return your application form and person specification form to: The Co-Headteachers, Heathlands School, Heathlands Drive, St Albans AL3 5AY.

Email: head@heathlands.herts.sch.uk

For an informal discussion please email head@heathlands.herts.sch.uk to arrange a telephone or facetime discussion.

Closing Date: Open

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Volunteer Librarian Job Description

Purpose of the Post

To assist in promoting and developing the school library.

Main Responsibilities

1. To shelve stock and keep the library in good order.
2. To withdraw stock under the direction of the line manager.
3. To provide support for cataloguing of new material to the library collection. To process new material so that it is ready for shelving.
4. To help library users find material to meet their needs.
5. To encourage pupils and staff to use the library through supporting a range of library based activities.
6. To keep abreast of new developments in children's literature, eg authors, national/local competitions.
7. To create displays on given themes, books and authors.
8. To work within the policies of the school especially those concerned with equal opportunities, child protection and health and safety.

Skills, Knowledge and Abilities

- a) Demonstrable levels of numeracy and literacy equivalent to GCSE A-C.
- b) Have good organisational, communication and customer service skills.
- c) Have an interest in children's literature.
- d) Enjoy working with children.
- e) Able to form and maintain appropriate professional relationships and boundaries with children and young people.
- f) Ability and willingness to work as part of a team.
- g) Ability to communicate effectively with a range of people.
- h) An interest in British Sign Language.
- i) Ability to deal with sensitive information in a confidential manner.
- j) A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
- k) Understanding of and commitment to deliver services within the school policies and procedures including health and safety, safeguarding and promoting the welfare of children, child protection and equal opportunities.