



JOB DESCRIPTION

Library Assistant (afternoons)

Reports to: Librarian

Hours of work: Term time, 1pm - 4.30pm 17.5 hours per week

Terms of Employment

As per the NZEI Support Staff in Schools Collective Employment Agreement, 2022 - 2024, this position is graded Librarian/Library Assistant Grade B

Delegations and Authorities:

- Supervision of students using the Library from 3.30 - 4.30pm.

Purpose of position:

- Frontline Library services provision including day-to-day support for users in locating and using library resources; assistance with collection development, maintenance and stocktake, and sole supervision of the Library after school hours.
- Processing and repair of acquisitions
- Promotion of the Library service and its resources to the school community

Relationships:

Internal	External
Librarian and Library Assistant Students and student librarians WHS teaching and support staff Community Education Centre staff	Library specific suppliers / vendors External education providers

Person Specification:

The Librarian Assistant will:

- Work in ways that are consistent with Te Tiriti o Waitangi
- Demonstrate a commitment to Wellington High School's WERO values (**W**hānau, **E**xcellence, **R**espect, **O**ra)
- Be a keen reader and have a passion for libraries
- Have experience of working with and managing student groups independently
- Have knowledge of Accessit (an advantage but training given if necessary)
- Be positive, enthusiastic, hardworking and adaptable
- Have the flexibility to work independently and as part of a team, with the ability to work on a variety of tasks concurrently
- Possess confident interpersonal skills and be pleasant, professional and

approachable

- Be able to demonstrate an innovative and proactive approach to the role
- Demonstrate excellent organisational skills, working with attention to detail and accuracy
- Be professional and supportive, contributing to the kawa of the school
- Care for the physical, mental and emotional wellbeing of students
- Attend to their own wellbeing

Key Tasks:

- Process new books with stamps, spine labels and coverings, and repair older books as needed
- Create library promotional material and displays including social media content
- Assist staff and students to find appropriate Library resources
- Assist with the training and supervision of Student Librarians
- Assist with the running of library promotional activities and events
- Assist with the stocktake and ongoing weeding of the collection
- Ensure that the library environment is always organised and attractive
- Supervise the Library from 3.30-4.30pm including final tidy and close down at the end of the day
- Other duties as requested by the Librarian.