Chetham's
School of Music

JOB DESCRIPTION

School Library Assistant

Reporting to: Kirsty Morgan, Head of Learning Resources

Chetham's School of Music

Chetham's School of Music, established in 1969, is an independent co-educational boarding school based in Manchester city centre. It is the largest specialist independent music school in the UK with around 300 students aged 8-18 who are musically gifted. The School teaches all core curriculum subjects, with music given a high priority in the curriculum.

The School Library reflects the musical bias of the School. Books on music and sheet music for orchestra, wind, brass and jazz band, instrumental ensembles and voice predominate. The collection includes CDs, DVDs and vinyl records. There is also fiction aimed at children and young people and non-fiction books, magazines and electronic resources covering all academic subjects that are taught in School.

Main Purpose of Job:

To monitor and supervise the School Library during term-time evenings, mostly lone working. The role includes the tasks set out below:

Specific Responsibilities:

1. Checking, issuing and returning library items using the automated library system
2. Shelving all items on their return to the relevant shelves and keeping shelves tidy
3. Returning CDs to store and shelving the cases
4. Supervision of students to maintain a quiet working atmosphere in the Library
5. Closing and securing the School Library at closing time.
6. Help students and staff to find appropriate information for their study and musical activities
7. Monitor equipment in School Library including computers, the printer and the scanner.
8. Processing new music and book stock as directed by the Head of Learning Resources
9. Helping with stock checks and other library tasks as directed by the Head of Learning Resources

General

1. To act in accordance with provisions of the School staff code of conduct
2. To abide by the School's Data Protection Policy
3. To use information technology systems as required, in compliance with the Chetham's School of Music, network, e-mail and Internet policy
4. To carry out the responsibilities of the post with due regard to all or any of the School's equality and diversity policies

5. To operate in accordance with Health and Safety Legislation, this specifies that all employees have a duty to work safely and not to put others at risk
6. To take part in performance management and undertake/participate in training as appropriate
7. To comply with and follow all other School policies and procedures in force and also with the conditions of service stipulated within the contract of employment
8. To carry out any other reasonable duties that may be requested by the Head of Learning Resources or the Senior Management Team.

This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students.

I agree that I have read and understood the attached job description.

Employee's Name: .....

Employee's Signature: .....

Date: .....

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Person Specification

Qualifications, Skills, knowledge and experience Requirements		**Essential/Desirable**
Qualifications	Educated to at least A Level or equivalent	Essential
	Educated to degree standard or studying locally for a degree in music or librarianship	Desirable
Knowledge, skills and abilities	Good organisational and administrative skills	Essential
	High standard of English language, as well as excellent written and verbal communications skills	Essential
	An understanding of and interest in Western classical music	Essential
	Ability to get on well with young people and other members of staff	Essential
	Have good verbal communication and problem solving skills	Essential
	Have some experience working in a library or a secondary school	Essential
	ICT Literate - the School uses a library automated system, Microsoft Office software and e-mail. Training will be given on the use of library automated system	Essential
Attitude and disposition	Adaptable, flexible, patient and with a good sense of humour	Essential
	Friendly, positive disposition	Essential
	Self-motivated, able to work unsupervised and exercise initiative	Essential
	Commitment to appropriate professional development	Desirable
	Able to support others, working as part of a team	Essential
	Flexible and co-operative	Essential
	Prepared to learn new skills	Essential
Other circumstances	Be tidy, ordered and meticulous in your work	Essential
	Smart appearance	Essential
	General health appropriate to the duties of the post	Essential