

JOB FAMILY – Teaching and Learning Support

Job Name	Assistant - Library
Job Code	TLS-WTW-06
Job Summary	To support the smooth running of the library in order to provide information services and support across the school.
Main Accountabilities	<ul style="list-style-type: none"> • Help design and maintain the library web page(s) • Research information from various sources to support teaching & learning • Produce library publications to promote library programs, activities and resources (e.g. booklets, brochures, leaflets, forms, bookmarks, etc.) • Prepare relevant library displays • Handle loans and returns of library resources • Administer reservation system of library resources • Answer staff and student enquiries • Monitor the use of AV equipment & ICT facilities • Edit and maintain the library records and data • Maintain the backup system • Upload data to library system from internal & external sources • Process new library resources (receiving, accessing, editing records...) • Process & assign keywords to A/V materials and electronic resources • Maintain the regular supply of magazine & newspapers subscriptions • Repair/discard old library resources as necessary • Re-shelve books daily and maintain the tidiness of the library • Conduct annual stock check of library resources, discard the outdated/damaged items • Produce library statistics & present reports • Prepare overdue reminders & bills for staffs and students • Process the application of staff, students & parents. Input and update the records of library users. • Managing and distribution of correspondence as necessary • To perform other duties and assume accountabilities as apparent or as delegated, including mutually agreed upon objectives
Typical reporting relationship	Librarian
Minimum typical education	Joint Certificate in Librarianship

Minimum typical experience	Relevant experience in the library or bookstore
Core Professional / Technical Competencies required	<p><u>Abilities</u></p> <ul style="list-style-type: none"> Ability to appraise and evaluate library materials to ensure a well-balanced, up-to-date stock which meets the curricular and recreational needs of all readers <p><u>Knowledge</u></p> <ul style="list-style-type: none"> Knowledge of school's aims and objectives, students' abilities and reading needs, Knowledge of books and non-book material
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> Customer Service Collaboration
Development / Training to support competencies	<p><u>Development activities</u></p> <p><i>To be negotiated as part of the performance management process</i></p> <p><u>Relevant courses</u></p> <p><i>To be negotiated as part of the performance management plan</i></p>
Notes:	