



School Library Champion Job Description



Langstone Junior Academy is looking for suitable candidates to join our Treetops Library team on a volunteer basis.
This job position is open to children in Year 5 and 6 only.

If you think you have what it takes to be a part of this team and help run our amazing school library, then take a copy of the job description and an application form. If your application is successful, you will be interviewed by Miss Howard. Successful applicants will join the library rota to help out during break and lunchtimes.

Complete the application form as carefully and in as much detail as you can and then ask a parent/carer to read the reverse and sign it. You should then return the form to Miss Howard

Job title: Pupil Library Champion

Job purpose: To help the school librarian run a good library

Responsible to: Our School Librarian
Miss Howard (English Lead)

Duties

- To help in the library at set times agreed with the librarian
- To shelve fiction books in A-Z order
- To shelve non-fiction books in subject order using the Dewey number system
- To keep a section of the stock tidy and in the correct order
- To help with library displays
- To help issue and return resources
- To help repair resources
- To help other pupils find what they are looking for/promote a love of reading throughout the school
- Any other jobs which help the librarian e.g. help create shopping wish lists for new books.

Who are we looking for?

A School Library Champion has a range of qualities that will make them perfect for the job.

School Library Champions are:

- Reliable
- Hardworking
- Honest
- Cheerful
- Sensible
- Enthusiastic
- Trustworthy
- Tidy
- Organised

School Library Champions also:

- Enjoy working with computers
- Have an interest in books
- Enjoy thinking on your feet
- Enjoy helping other people
- Have good communication skills
- Focus on the small details
- Like to keep things neat and tidy
- Get pleasure out of working with and helping others

**Full training will be given and support given throughout your term of appointment.
Closing Date is FRIDAY 9th February 2024**