

Senior iBase Assistant

Job Description

- 1 To issue books to students using the iBase.
- 2 To return books to the shelves, ensuring that they are correctly organised alphabetically or using the Dewey Decimal system as appropriate.
- 3 To oversee and be responsible for the book collection when on duty.
- 4 To undergo training to become proficient in library skills.
- 5 To train iBase Assistants assigned to your duty. To lead a duty team.
- 6 To repair and restore damaged or worn books.
- 7 To create displays in the iBase.
- 8 To attend and assist at meetings to discuss iBase initiatives and ideas to promote reading.
- 9 To promote literacy across school during House Meetings.
- 10 To follow the iBase's rules of conduct.

Person Specification

Essential	Desirable
Excellent punctuality	
Excellent organisational skills	
	Former iBase Representative
Enjoy working as part of a team	
Ability to keep calm when busy	
Passionate about reading	
Ability to promote reading to others	
Creative - an 'ideas person'	
Attention to detail	
Excellent communication skills	
Excellent leadership skills	

Closing Date: 25th September 2020. Please email us at DTA_iBase with a letter explaining why we should consider you for the post. Refer to the person specification and job description in your letter.