

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 be responsible for tidying the collection of books assigned to you in the iBase.
- 4 To undergo training to become proficient in library skills.
- 5 To repair and restore damaged or worn books.
- 6 To work with the iBase Team to create displays in the iBase.
- 7 To attend iBase Team meetings to discuss iBase initiatives and ideas to promote reading.
- 8 To promote literacy across school.
- 9 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 at busy times |
| Enjoy reading | |
| Ability to promote reading to others | |
| | Creative - an 'ideas person' |
| Attention to detail | |

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.