



LRC Assistant Job Description

Job Title: Pupil LRC Assistant

Job Purpose: To help the LRC staff run an effective library

Responsible to: The LRC Manager

Duties

- Helping to issue and return resources
- Helping to choose resources for the LRC
- Dealing with enquiries and requests from users
- Helping users find information
- Helping users with ITC problems
- Advising users on useful resources for homework
- Advising users on books they enjoy reading
- Helping out at special events such as author visits, open evenings etc
- Helping in preparing displays
- Keep the LRC tidy

Pupil LRC Assistants will be:

- Respectful
- Reliable
- Ready to learn
- Hardworking
- Honest
- Cheerful
- Sensible
- Enthusiastic

They must also:

- Have an interest in books
- Have good communication skills
- Enjoy working with computers
- Be willing to help others and enjoy helping others