



Job Description: Pupil Librarian

Job Purpose: To help the Assistant Librarian run a good library

Responsible to: Assistant Librarian/Headteacher

Duties:

- To help in the library at set times agreed with the Assistant Librarian/Headteacher
- To shelve fiction books in A - Z order
- To shelve non-fiction books in subject order
- To help other students find what they are looking for
- To promote good use of the School Library
- To help repair resources
- To help with library displays

Pupil librarians are:

- Reliable
- Hard working
- Honest
- Cheerful
- Sensible
- Enthusiastic
- Good listeners

Pupil librarians also :

- Are willing to help others
- Have an interest in books
- Enjoy thinking on your feet
- Enjoy helping other people
- Have good communication skills

Signed (Pupil Librarian).....

Signed (Assistant Librarian).....

Signed (Headteacher).....