



**Job Title: Student Librarian**

**V Group and Sixth Form Students**

**Job Purpose:** to help run the library, promote reading across the school, and assist students in choosing appropriate reading material suitable for their age groups.

**Line management:** Amy Anderson and Lizzie Hedderson

**Key Skills and Personal Qualities:**

- A love of reading and care for The Mulberry Building
- Good knowledge of a variety of authors and different genres
- Good organisational skills

**Specific duties:**

You will volunteer one hour a week during a study period and a break or lunch time a week on a rota-basis to complete some of the duties below:

- Make recommendations of good books to read
- To share your interest in reading, as well as the benefits of reading, by talking to fellow students
- To communicate effectively in writing by creating posters, book reviews, or displays for the library
- To assist in administrative duties such as collecting reserved books, returning, and borrowing books for students, and creating letters for overdue books
- To be aware of the library layout and to assist library staff in organising the stock, as well as maintaining a tidy and pleasant atmosphere in the library

***If you are interested in applying for this position, please write a letter to Amy Anderson and Lizzie Hedderson explaining your personal qualities and reasons why you would be interested in undertaking this position.***

Completed letters of application should be emailed by **Friday 8th<sup>th</sup> November** to:

[amy.anderson@stchris.co.uk](mailto:amy.anderson@stchris.co.uk) and [lizzie.hedderson@stchris.co.uk](mailto:lizzie.hedderson@stchris.co.uk)