



Job Description - Seal Primary School's Pupil Librarian

Role & Responsibilities:

The Pupil Librarian will be required to ensure the smooth running of the school library.

Job roles:

- To help in the library at set times agreed with the librarian (Miss Norris)
- To shelve fiction books in A-Z order
- To shelve non-fiction books in subject order
- To ensure that the library is kept tidy and is being respected at all times
- To help with displays
- To make suggestions to Miss Norris about the books that you, and your peers would like in the library
- To help students find what they are looking for
- Collect Seal Library books from classrooms when required
- To report any major library problems to Miss Norris

Qualities/Skills required:

- To be reliable and hardworking
- Willing to help others
- Have an interest in books
- Have good communication skills

Commitment: On-going commitment to the job.

Payment: You will be able to collect three minutes of extra break for each day that you work. You will be able to redeem this on a Friday afternoon, providing you have had your job sheet signed, at 2:45pm.