

Ebbsfleet Academy – Job Description
Library and Administration
Level 3 Apprenticeship

Position: Library and Administration
Responsible to: Assistant Principal / Head of Academy Administration
Basis: Apprenticeship

Key Responsibilities:

As part of your apprenticeship course you will be working towards meeting the responsibilities outlined in the job description, plus any additional requirements unique to the Academy. To undertake specific areas of responsibility, as allocated by the Assistant Principal and/or Head of Academy Administration.

Library:

- To become part of the team that is developing the Library to become the 'heart of the school'
- Maintain the running of the virtual library
- Work with the English department to coordinate Library lessons for KS3 classes
- To record and analyse the use of the Library
- Creating and maintaining Library displays
- Any duties that are commensurate with the role
- Set up and manage a Student Librarian leadership group
- Support targeted students (with low reading ages) to become more confident readers
- Support targeted students (who are new to English) to become more confident readers
- Supervise EA6 students during private study sessions throughout the school day
- As a student facing role, work with all stakeholders
- Support the Academy with whole school events such as World Book Day, Shakespeare Day etc.

Administration:

- Admission testing
- Teaching and learning and professional development
- Managing student payments for equipment and visits
- Organisation of student files
- Creation and circulation of the weekly parent updates
- Taking minutes at meetings
- Placing orders for departments
- Supporting with whole school calendared events
- Undertake various administrative duties including photocopying, scanning, shredding and filing
- Present a professional, welcoming service, greeting all visitors, students and TEA/LAT staff
- Answer, screen and forward incoming telephone calls and emails, answering queries where possible and redirecting appropriately.

Personal Specification:

- Grades A*-C (or 9-4) in GCSE Maths and English (both English Language and English Literature)
- Strong communication skills and a desire to work in education
- Excellent organisational/planning skills with outstanding attention to detail
- Enjoys reading and literature
- To be creative, forward thinking and solutions focused
- Demonstrates a high level of initiative
- Computer literacy in usual office applications
- Ability to work on own initiative
- Committed and enthusiastic
- Excellent attendance and time keeping record
- Comply with Health and Safety Regulations.