



SECONDARY SCHOOL

Administration / Library Apprentice Level 3 Job Description and Personal Specification

PURPOSE OF JOB

As our admin / library apprentice, you will be involved in a wide variety of administration tasks as well as working in the library and with students. The school environment is a fast paced, you need to be prepared to work hard, use your own initiative and support others when required.

DUTIES AND RESPONSIBILITIES

The successful applicant will work within an office environment. As our admin / library apprentice, you will be involved in a wide variety of administration tasks as well as working in the library and with students.

Tasks may involve:

- General administrative tasks
- Updating and maintaining the school library
- Encouraging and promoting reading to students
- Supervising students in the library over lunch and break times
- Photocopying and Scanning
- Filing and maintaining internal documents
- Updating notice boards
- Archiving documents
- Using Microsoft packages including Outlook, Excel and Word

DESIRED SKILLS

- Works well with other people
- Ability to follow instructions and complete tasks set
- Able to work using own initiative
- Able to communicate effectively in spoken or written form
- Well organised
- Able to use ICT – word processing, emails, internet, social media

DESIRED PERSONAL QUALITIES

- Positive 'can do' attitude
- Enthusiasm

- Reliable
- Committed
- High expectations
- Team player

DESIRED QUALIFICATIONS

- Level 2 English and Mathematics