**Volunteer Role Description**

**Your role**

**Library Support**

**Location**

Working in the library to support Library staff

**Start date**

February 2021

**Key skills**

* The ability to relate well with families and communicate in a positive and encouraging manner
* Enjoy helping and assisting others

**Main duties**

* To follow the lead of the library and assist as directed by them
* Help students with tasks if requested by staff
* Tidy the Library
* Reshelve books, cover books or other activities as requested by the Library staff

**Aim of the role**

* To support the Library to be an active and participative learning environment
* To make sure:
* The Library resources are ready for use
* The staff feel supported

**What you need before you start**

The usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

* Volunteer RAN-EC
* DCSI or WWCC clearance
* Inductions – school, DfE

**Supervision and safety**

You need to:

* Sign in and wear your named badge at all times (badges available at the Office)
* Always check in with a staff member
* Make sure everyone is safe
* Sign out when leaving the site

**What we expect from you**

* Treat everyone fairly and with respect
* Be a good role model for the families
* Show enthusiasm and enjoyment – make it fun
* Be reliable
* Ask the Library staff if you’re not sure about anything

**Reporting and contact details**

Volunteer reports to: Library staff member

Contact person: Mel Worden, Office Manager

Role review date: February 2022