

VOLUNTEERING with Jigsaw

LIBRARIAN

A ROLE WORTH 'SHOUTING' ABOUT!

Role summary

You will be working alongside our friendly and supportive teaching staff helping to develop literacy skills amongst our pupils by helping to organise and maintain our school library, making it a fun and enjoyable place for our pupils.

Main activities

- Helping to promote reading as a desired activity for our pupils
- Organising, putting away books, CDs and DVDs and keeping the library tidy
- Labelling and scanning books
- Preparing displays and resources
- Repairing damaged books
- Rotating reading books in 'book corners' in classrooms
- Finding books for a specific topic and distributing these to classes

Desirable Qualities

- A passion for helping others in their education journey
- An interest in books and reading
- A desire to work with children with special educational needs
- A team player, happy to help with whatever needs doing
- Good organisational, literacy and IT skills and ability to use own initiative

Opportunities for you

- To make a positive and genuine contribution to the lives of our children
- To be part of an enthusiastic and like-minded team
- Gain experience of working in an SEN setting

Additional information

- Free parking
- Jigsaw will pay reasonable 'out-of-pocket' expenses
- Flexibility around volunteering pattern - to be mutually agreed

Jigsaw Trust is an educational and specialist day provision for children and adults with autism, based at Dunsfold Park, Cranleigh, Surrey.

To apply for this volunteering opportunity

Please download and complete the Application Form at careersatjigsaw.co.uk/application-form and return it by email to careers@jigsawtrust.co.uk. If you would like to speak to a member of the HR Department please email careers@jigsawtrust.co.uk or telephone 01483 277366.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK, of which costs will be covered by Jigsaw.