

VR015 - Volunteer Role – School Library Helper

Role Purpose

Under the direction of the Head Teacher, the purpose of this volunteer role is to help operate a school library within Aberdeenshire Council.

The volunteer will be required to assist in the operation of a school library.

Due to the volunteer having:

- The opportunity for unsupervised contact with children under arrangements made by the responsible person,

there is a requirement for the volunteer to undertake a **PVG Scheme Membership - Children** check in relation to the duties and task listed below.

Duties

- Assist pupils with selection of books/materials.
- Re-stock returned items.
- Issue and receive stock items.

Abilities, Skills and Qualifications

- Good communication skills.
- Positive, reliable, supportive and caring nature.
- Ability to maintain confidentiality at all times.
- Ability to work in a wider team.

The purpose of this document is to indicate the general tasks involved and not to form an exhaustive list of detailed activities. The above tasks will develop in line with the volunteering role and experience gained.

Pre volunteering checks that are required prior to commencing in this volunteer role include Eligibility to Work in the UK, reference, **PVG Scheme Membership – Children** and an overseas criminal record check should the potential volunteer meet the criteria. An offer of volunteering by Aberdeenshire Council will be subject to the outcome of these checks being satisfactory.

Please refer to the volunteer procedure for full requirements.

This role is **regulated work with Children** under the Protection of Vulnerable Groups (Scotland) Act 2007. The prospective volunteer will be required to join the **Protection of Vulnerable Groups (PVG) Scheme** or undergo a **Protection of Vulnerable Groups (PVG) Scheme update check**. The prospective volunteer will also be required to provide an overseas criminal records check from other countries as deemed necessary. An offer of volunteering by Aberdeenshire Council will be subject to the outcome of this check being satisfactory.

For a person to be Eligible to Work and volunteer in the UK they must provide proof through valid documentation. The lists of acceptable documentation, as outlined by the Home Office, indicate the different documents that can be provided. Please note in some cases a combination of documents will be presented. Documents from [List A](#) demonstrate an ongoing right to work or volunteer in the UK. Documents from [List B](#) demonstrate that the individual has a time limit to their right to work to volunteer in the UK. An individual should not continue in volunteering beyond the expiry date on the documentation unless further documents are presented.

Please refer to the [Volunteer Procedure](#) for full requirements.