



Post Title	Librarian & Resource Manager
School / Organisation	Avanti Grange Secondary School
Location	Bishop's Stortford
Grade	Grade 4 £27,526 - £29,145 per annum, pro rata <i>Approximately £22,013 - £23,308 per annum (0.79972 FTE)</i>
Hours	37.5 hours per week
Contract Type	Permanent
	Term Time only
Reports to	Assistant Principal – Teaching & Learning
Preferred Start Date	November 2026

MAIN PURPOSES OF THE JOB

Support the school by:

- Managing, maintaining and promoting the school library and teacher resources
- Managing and maintaining reprographics room and resources
- Supporting teachers with the creation and maintenance school displays

Support the teaching staff by:

- Identifying and buying quality resources for the school library, reprographics and classrooms to deliver the national curriculum and strategies
- Assisting in the delivery of information skills and information literacy teaching in the school
- Selecting resources from the school's Library services. Advise on copyright issues so as duplication of materials do not infringe copyright laws
- Work with subject leaders to develop school displays that will support learning

Support the students learning by:

- Promoting enjoyment of, and excitement about reading to all students
- Supervising students using the library for independent study during lunch, break time and after school

RESPONSIBILITIES OF THE JOB

- Develop and promote the role of the library in the school with an active engagement in diversity and equality issues
- Work closely with teaching staff to plan and deliver the information skills curriculum
- Promote the effective and efficient use of the library and library resources
- Lead and implement initiatives that promote the importance of reading for pleasure, working with teaching staff to take a strategic approach to cultivate a love of reading in children
- Manage the school library and library resources throughout the school
- Recruit student library assistants, supervising and training them
- Select, acquire, maintain and withdraw library stock, ensuring a balance between subject and ability levels
- Organise, catalogue and classify library resources, both electronic and print-based
- Prepare financial estimates for the school library and manage the budget
- Supervise and train staff, parents, volunteers and pupil librarians working in the library
- Make full use of ICT in the library and manage the library room on the school's system.



- Make the library attractive and accessible to all students and staff, including displays, guidance and publicity materials
- Monitor and order resources for the reprographics room as required
- Support staff developing and creating corridor and communal area displays
- Keep the Principal, school governors and parents informed about the needs and development of the library and reprographics room

RESPONSIBILITIES OF THE JOB

Criteria		Requirement	
		Essential	Desirable
1.	GCSE Maths and English or equivalent	X	
2.	Knowledge and understanding of library and information skills	X	
3.	Knowledge and understanding of teaching and learning, educational issues and the National Curriculum as they relate to the provision of learning resources		X
4.	Knowledge and commitment to equality and diversity issues in the provision of library services	X	
5.	Knowledge of how ICT can be used to support reading development and create eye-catching display work	X	
6.	Awareness of child development and the role of reading in the educational development of the child	X	
7.	Substantial library experience, with experience working with schools or with children		X
8.	Ability and courage to innovate	X	
9.	Creative flair and attention to detail		
10.	Ability to think strategically and creatively, as well as having an eye for detail		X
11.	Excellent communication skills, both oral and written, and the ability to adapt to very different audiences	X	
12.	Ability to assume responsibility for your own work, devise your own work schedule and set appropriate targets and achieve them	X	
13.	Excellent organisation and time management skills	X	
14.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - [Child Protection and Safeguarding Policy 2026-2027](#)