

# Librarian

**Start date:** September 2024

**Salary:** Grade F point 6 – 12  
(£23,893 – £26,421 pa pro rata)

Actual Salary: £18,898 – £20,898 per annum

Part time, Term Time, Permanent

Cirencester Kingshill School is a very busy environment and we are looking for a new Librarian who has a proactive attitude, shows pride and passion in their work, has enthusiasm for our school, is ambitious to shape greater futures for our students.

The Librarian is responsible for the day-to-day management of the school Library, duties include:

- Supervising the Library area throughout the day, including break and lunchtime
- Promoting the Library and its resources
- Assisting staff and students in their selection and use of materials housed in the Library
- Locating and acquiring resources appropriate to the planning, development and delivery of the curriculum
- Administering the library management system
- Overseeing the library duties undertaken by the Library Assistant who also works for the Careers Co-ordinator

Please see the Job Description for a comprehensive list of all post duties.

## Hours

35 hours per week at the following times:

8.00am – 3.30pm, Monday – Friday

The above hours include a 20-minute paid break (if working more than 4 hours per day) and a 30-minute unpaid lunch break, to be taken at times agreed with the Line Manager.

## Salary Scale

Salary Scale Grade F point 6 – 12, £23,893 – £26,421 pro rata. Actual Salary per annum is £18,898 – £20,898.

## Holidays

The post is term time only (43.60 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

*The post holder will be required to work the INSET day at the beginning of September each academic year and this will be paid on a claims basis or time off in lieu (TOIL) can be taken.*



CIRENCESTER  
KINGSHILL  
SCHOOL

Kingshill Lane  
Cirencester  
Gloucestershire  
GL7 1HS

01285 651511

## Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

## How to Apply

- Please complete the Application Form for Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

**Please note that applications without the above being completed/included will not be accepted.**

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Librarian.

Please email completed application forms and relevant documentation to [jobs@cirencesterkingshill.gloucs.sch.uk](mailto:jobs@cirencesterkingshill.gloucs.sch.uk) or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

**Closing date for receipt of applications:**  
**9.00am - Monday 3<sup>rd</sup> June 2024**

**Interview Date: W/c 3<sup>rd</sup> June 2024**

We look forward to hearing from you. If you require any further information please do not hesitate to contact the Personnel Officer on 01285 651511 ext. 203, or email: [jobs@cirencesterkingshill.gloucs.sch.uk](mailto:jobs@cirencesterkingshill.gloucs.sch.uk)

[office@cirencesterkingshill.gloucs.sch.uk](mailto:office@cirencesterkingshill.gloucs.sch.uk)  
[www.cirencesterkingshill.gloucs.sch.uk](http://www.cirencesterkingshill.gloucs.sch.uk)

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shaping greater futures

## CIRENCESTER KINGSHILL SCHOOL

**JOB TITLE:** School Librarian

**LOCATION:** Cirencester Kingshill School - 11 - 16 Secondary School

**HOURS:** 35 hours per week at the following times (not including unpaid breaks)

8.00am – 3.30pm, Monday – Friday

The above hours include a 20 minute paid break (if working more than 4 hours per day) and a 30 minute unpaid lunch break each day, at times agreed with your Line Manager.

**SALARY GRADE:** F

**RESPONSIBLE TO:** The Head of English and through the Head of English to the Head and Trustees

**LINE MANAGER:** Head of English

**PEOPLE RESPONSIBLE FOR:** None

**JOB PURPOSE:** The Librarian is responsible for the day to day management of the Library and to oversee the Library duties undertaken by the Library and Careers Assistant.

In conjunction with the Head of English, create a Library improvement plan that is implemented and reviewed annually.

### **SUPPORTING STUDENTS AND STAFF**

- The Librarian's workstation is based in the main Library to welcome and assist students, staff and visitors.
- Assisting staff and students in their selection and use of materials housed in the Library.
- Promoting language and reading development by establishing, maintaining and updating a collection of fiction and non-fiction relevant to the age, abilities and interests of students.
- Assisting students with the use of ICT, printing of homework and accessing resources.

### **SUPPORTING THE CURRICULUM**

- Locating and acquiring resources appropriate to the planning, development and delivery of the curriculum.
- Ensuring that resources reflect the curriculum needs of pupils of all ages and abilities.
- Support the whole school drive to improve literacy.
- Organise curriculum support resources for teaching staff as required.

### **STOCK/RESOURCE MANAGEMENT**

- In consultation with teaching staff and students selecting and maintaining stock.
- Administering an automated system for Library resources.
- Classifying and cataloguing stock.
- Administration of Accelerated Reader.

### **PROMOTING THE LIBRARY**

- Raise the profile of the Library through promotional events, competitions and displays.
- Organise and host visits from authors and writers.
- Monitor the usage of the Library and identify trends which may require a response.
- Work with subject leaders to identify opportunities for them and their students to make use of library resources.
- Be a champion in 'Reading for Pleasure' goals for the whole school.

**FINANCIAL MANAGEMENT**

- Managing the Library budget and keeping appropriate records.

**PASTORAL CARE**

- Supporting and implementing the behavioural policy of the school.
- Supervising the Library area throughout the day, including school break and lunchtimes.
- Maintain an atmosphere of respect and safety for students.

**CONTINUING PROFESSIONAL DEVELOPMENT – PERSONAL**

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to the provision and management of the Library.
- Undergo appropriate training to support the delivery of ‘specified work’ in order to develop skills for the post.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- Maintain contact with other school libraries/librarians and membership of professional library association.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

**Other Conditions**

**Holiday entitlement**

The post is part time, term time, excluding Inset days which totals 43.60 weeks of the year. This includes 24.5 days paid holiday rising to 29.5 days after 5 years continuous service plus statutory holidays.

Holidays must be taken during the school holiday periods.

The post holder is required to work the INSET day at the beginning of September each academic year and this will be paid on a claims basis or time off in lieu (TOIL) can be taken.

**Claims/Time off in Lieu**

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the School policy.

**Resignation**

A resignation period of 1 month is required.

**Disclosure and Barring Service**

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

This job description may be amended at any time after discussion with you, but in any case, will be reviewed before 1.4.25.

Post Holder Sign: ..... Date: .....

Please print your name: .....

Line Manager Sign: ..... Date: .....

Please print your name: .....



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## Person Specification – Librarian

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Qualified to a minimum level of GCSE Grade 4 (C) in English and Mathematics (or above) or hold a relevant equivalent qualification</li><li>• Willingness to undertake further training in school Librarianship</li></ul>	<ul style="list-style-type: none"><li>• Degree or Diploma in Librarianship accredited to CILIP (Chartered Institute of Library and Information Professionals)</li></ul>
Experience, Understanding and Knowledge	<ul style="list-style-type: none"><li>• Experience of working in a library/resource center or learning environment</li><li>• Experience of working in a busy environment, dealing with a range of tasks simultaneously</li><li>• Good communication and interpersonal skills</li><li>• Organisational ability: to be systematic, efficient, and meet priorities</li><li>• Good ICT skills</li><li>• Experience of budget monitoring and control</li><li>• Creativity and ability to find solutions</li><li>• High personal and professional standards</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a school library</li><li>• Experience of working in an education setting</li><li>• Understanding of copyright legislation</li><li>• Experience or knowledge of Accessit Library Management System</li><li>• Experience in event/project planning</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Good sense of humour</li><li>• Have flexibility and be motivated</li><li>• Openness to new ideas and practices, adaptable with a positive 'can do' attitude</li><li>• Ability to work unsupervised and deal with unpredictable situations, as well as work as part of a team.</li><li>• Have tact and discretion, as well as be able to establish positive relationships with students and staff and empathise with their needs</li><li>• A supportive understanding of, and commitment to, the School, its values and its success</li></ul>	<ul style="list-style-type: none"><li>• Willingness to take part in the wider life of the School</li></ul>



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# Cirencester Kingshill School

## Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund