



## Library Manager Job Description

Position	<b>Library Manager</b>
Salary	<b>Grade F, Scale Point 9 (currently equivalent to £23,626) to Point 13 (£25,195)</b>
Tenure	<b>Established – from 1 January 2026</b>
Time	<b>37 hours per week; term time only plus five days of training</b>
Responsible to	<b>Headteacher</b>

This is a full-time post working 37 hours per week, term time only, plus five days of training. Working hours will typically be 8:15 am to 4:15 pm each day with an earlier finish on Fridays. The postholder will work flexibly, as and when necessary, to ensure the School's needs are met. It is expected that the postholder will not take any leave during term time.

### Main Purpose of the Role

- Manage and take professional responsibility for the day to day running of the library and provide a comprehensive service for pupils and staff.
- Support and develop pupils' learning and enhance the reading culture within the school.
- Provide supervision and/or registration of pupils within the library during working hours as required.

### Principle Responsibilities

#### *Operational*

- Assist pupils and staff in using the library resources, including managing the student library helpers.
- Support pupils to develop learning, research and study skills.
- Oversee the use of books and other library resources, using agreed systems for recording use.
- Lead on promoting the library and its services, including activities such as World Book Day and running the Carnegie Awards.
- Plan and implement learning activities for pupils in the library, including collaboration with the English faculty on reading lesson activities, and monitoring and supporting reading interventions.
- Implement appropriate behaviour management in the library.
- Undertake administrative duties as required.
- Catalogue library resources and index learning materials using agreed protocols.
- Be responsible for the organisation of an efficient, effective library which supports the curriculum.

#### *Communication*

- Establish rapport and respectful, trusting relationships and communicate effectively with pupils.
- Liaise with teaching and support staff to ensure library stock is in line with curriculum requirements, and to support disciplinary literacy and reading in form time.
- Network with other school librarians.

#### *Resource Management*

- Manage the library budget effectively.
- Receive and check deliveries.
- Be responsible for the management and maintenance of stock.

#### *Sharing Information*

- Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.

- Provide feedback to teachers and other professionals as required.
- Participate in staff meetings.

### *Skills Development*

- Participate in the school performance management scheme.

### *Safeguarding*

- The post holder must be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.
- Adhere to data protection legislation.
- Maintain confidentiality as appropriate.

### *Systems and Information*

- Share information appropriately – in writing, by telephone, electronically and in person.
- Set up, manage and monitor systems which control input and output of stock.
- Set up and maintain an up-to-date inventory of all stock.
- Develop and implement library policies. Collate statistics on the library usage.
- Maintain appropriate records and providing relevant, accurate and up to date information.

### *Data Protection*

- Comply with the School's policies and supporting documentation in relation to the Information Governance; this includes Data protection, Information Security and Confidentiality.

### *Health & Safety*

- Be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- Work with colleagues and others to maintain health, safety and welfare within the working environment.

### *Equalities*

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, the post holder will work in accordance with the aims of the Equality Policy Statement

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headteacher.

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Headteacher.

Signed: \_\_\_\_\_ *Library Manager*

Signed: \_\_\_\_\_ *Headteacher*

Date: \_\_\_\_\_