



GIFFORD
PRIMARY
SCHOOL

LIBRARIAN

RECRUITMENT PACK
OCTOBER 2022



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“Working in partnership
to provide excellent and
enjoyable education
which enables all
children to achieve their
highest standards”

Mission Statement

“TEACHING IS CONSISTENTLY GOOD WITH
MANY EXAMPLES OF OUTSTANDING PRACTICE.”
OFSTED

- Required for an immediate start
- Grade 5
- Fixed term in the first instance
- 15-20 hours per week (Flexible), term time only (39 weeks)
- Closing date: 9:00am on Monday 31st October 2022
- Interview date: w/c 31st October 2022

Welcome



HEADTEACHERS MESSAGE

Dear Applicant,

Thank you for showing an interest in the position of Librarian at Gifford Primary School. Gifford Primary School is a popular four-form entry school with a Hearing Impaired Provision (HIP).

We are seeking to appoint an ambitious, innovative and hardworking Librarian to join our team. In this varied role, you will lead, manage, develop and promote the services provided by the school library resource center in addition to the day-to-day administration.

As a school, we pride ourselves on providing a learning environment and a rich variety of opportunities for our children so that every one of them may be helped to reach their full potential and make the most of their talents.

Please contact Mrs Fernandes on 020 8845 4661 or email HR@gifford.ealing.sch.uk. We look forward to hearing from you.

Yours faithfully,

Sarah Wilson

Sarah Wilson
Headteacher

Our Vision

Gifford Primary School shares a vision of learning today for a better tomorrow.

WE ARE LOOKING FOR A LIBRARIAN WHO HAS:

- High level of organisational skills and initiative
- The ability to manage own workload, work quickly and efficiently with a positive, can do attitude
- Be enthusiastic and have excellent communication and interpersonal skills
- Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these.
- Be driven, motivated and most of all, is passionate about pupils learning

WE CAN OFFER:

- Inner London pay scales
- Pension contributions to the Pension Scheme
- Free on-site parking
- Ride to work scheme
- Childcare voucher scheme
- Ongoing extensive CPD programme
- A friendly and supportive team of staff
- Well-resourced facilities
- A professionally stimulating and collaborative working environment
- A commitment to professional development



Person Specification

Qualifications and training		Essential	Desirable
1.1	GCSE passes in English and Maths or equivalent	✓	
1.2	Professional qualification in librarianship, information management or information science.		✓
1.3	A good degree		✓

Professional knowledge, understanding, skills and attributes		Essential	Desirable
2.1	Knowledge of safeguarding procedures and legislation (Keeping Children Safe in Education), be responsible for promoting and safeguarding the welfare of children and young people within the schools and deal with safeguarding concerns.	✓	
2.2	Knowledge of policies, procedures and practices for library management.	✓	
2.3	Knowledge of library classification and organisation schemes	✓	
2.4	Knowledge of the primary curriculum	✓	
2.5	Ability to analyse the needs of library users and secure appropriate resources to meet those needs.	✓	
2.6	To have worked within a similar environment	✓	
2.7	To supervise and oversee study in the School Library including timetabling and induction into the use of the library's facilities.	✓	
2.8	Ability to quick build a rapport with pupils	✓	
2.9	Ability to work in collaboration with other professionals both in and outside of school	✓	
2.10	To work alone, unsupervised and with proven initiative	✓	
2.11	To work under pressure and prioritise tasks successfully	✓	
2.12	Excellent written and communication including the accurate use of English Grammar	✓	
2.13	Excellent organisational and good time management skills	✓	
2.14	Excellent ICT skills	✓	
2.15	To have worked in a school environment		✓
2.16	To lead and supervise a club in the School Library on a daily basis.		✓
2.17	Deploy resources efficiently and effectively to meet specific objectives.		✓
2.18	Personal flexibility; preparedness to adapt and find creative solutions.	✓	
2.19	Personal 'presence'; warmth, sense of humour, maturity, approachability.	✓	

Commitment		Essential	Desirable
3.1	Demonstrate a commitment to safeguarding and child protection.	✓	
3.2	Willingness to attend occasional meetings outside of normal office hours.	✓	
3.3	Relating positively to and showing respect for all members of the school and wider community.	✓	
3.4	Promoting the school's vision and ethos.	✓	
3.5	Willingness to have an enhanced DBS check.	✓	

JOB DESCRIPTION

Purpose:

The School Librarian will be expected to take a highly creative and active role in the leadership, management, development and promotion of the services provided by the school library resource centre in addition to the day-to-day administration. They will work closely with teachers to ensure the library contributes effectively to the delivery of the curriculum and support pupils to develop skills necessary to make effective use of resources.

Supporting Staff:

- To actively encourage the use of the school Library in consultation with the Teachers and members of the Leadership Team.
- To work closely with the teaching staff to provide appropriate materials.
- To maintain a database of catalogues in curriculum areas available for staff.
- To support staff and provide training in the use of the Accelerated Reader Programme, or equivalent.

Supporting Pupils:

- To maintain a welcoming, supportive atmosphere conducive to a positive learning experience by following the school's behaviour policy.
- To support pupils in locating resources tailored to their interests, age and reading ability.
- To support staff in accessing resources in the library and provide support to lessons taking place in the library.

Supporting the Curriculum:

- To manage the library software system and maintain regular contact with the suppliers.
- To make full use of information technology in the Library, including the internet.
- To organise, catalogue, and classify library resources using the software package.
- To support and promote reading across the school via the Accelerated Reader Programme, or equivalent.
- To support extra-curricular activities that could enhance opportunities for the promotion of reading.
- To compile indexes, bibliographical information and resource packs as requested by members of staff.
- To compile and promote subject specific reading lists in consultation with staff.
- To make the Library attractive and accessible to all pupils and staff including the provision of displays, guiding and publicity materials which are updated regularly.
- To liaise with software companies, book representatives and library services.
- To organise and manage special library based events.
- To monitor and evaluate the effectiveness of the library and its impact on teaching and learning.
- To ensure all work is appropriately documented and kept up to date.
- To contribute to the Library School Development Plan.
- To compose termly reports to the School Governors and Head teacher regarding the role and contribution of the Library to the School Development Plan.

Financial:

- To prepare financial estimates for the Library, dealing with estimates, deliveries, and queries.

Stock/Resource management:

- To run the school Library and resources.
- To select, acquire, maintain and withdraw Library stock as necessary.
- To deal with issues, returns and repairing books as required.
- To be responsible for filing and general maintenance of stock.
- To amend and update the resources booklet and library hand books.
- To maintain a diary for the booking of equipment.
- To manage equipment and arrange for maintenance and servicing of it as and when required.
- To conduct a library audit of resources on a yearly basis.

Promoting the Library:

- To develop and promote the role of the Library to support the curriculum.
- To promote and publicise the service provided by the library to the whole school community.
- To promote reading and the enjoyment of reading in all its forms.
- To produce documents to promote/enhance the use of the library using various software packages and reproducing and distributing it.
- To deliver assemblies to promote and encourage reading.

Fulfil Wider Professional responsibilities:

- Work collaboratively with others to develop effective professional relationships
- Communicate effectively with parents/carers and with relevant external bodies
- Cover for absent colleagues.

Other:

- To have professional regard for the ethos, policies and practices of the school and maintain high standards in your own attendance and punctuality.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school policy on equality and diversity.
- Undertake similar duties commensurate with the level of the post as required.
- Perform any reasonable duties as requested by the Headteacher

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

