



# Crispin School

Aspiration - Compassion - Excellence

## Job Description

**Post Title:** Library Administrator

**Reporting to:** Head of English Faculty

**Liaising with:** Headteacher, Deputy Headteacher, relevant teaching and non-teaching staff

**Working Time:** 15 hours per week - Monday, Tuesday and Wednesday from 9.00 to 14.00 daily.  
Term time plus two additional training days (6 hours per year)

**Salary/Grade:** Grade 14

**Disclosure level:** Enhanced

## Job Purpose.

### The Library

- Co-ordinating with English teachers to ensure smooth management of the literacy lesson timetable for years 7,8 & 9
- Participate with the teaching staff in the planning, development and delivery of the school's literacy programmes.
- Responsible for registering all new pupils and staff via the finger print scanning system.
- Recruiting pupil library assistants, supervising and training them and rewarding their achievements
- Monitor and evaluate the effectiveness of the service provided by the Library and its impact on teaching and learning.
- Delivering the Reading Challenges to pupils, liaising with parents/teachers to co-ordinate the scheme and to monitor individuals progress.
- Maintain inventory of books and equipment in the Library.
- Production of the library handbook.
- Support the English Department, accompanying trips, organising authors/writer visits, workshops
- Maintaining a safe zone for vulnerable students

### Books

- To prepare new books for library use, including cataloguing, labelling, classification and to mend/repair damaged books where appropriate
- Participate with teaching staff in planning and supporting reader development, and encourage reading and enjoyment of literature in support of the Ofsted report
- Responsible for researching, selecting, acquiring, organising and maintaining books, to cover the full age and ability range of the school community, to ensure an equality of opportunity for all pupils and staff.
- Working alone to maintain a safe and stimulating library environment supervising pupils' and vulnerable pupils' use of the library during break times and lunch times
- To undertake Library administration, including maintenance and operation of the relevant



Part of the  
**Wessex Learning Trust**

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**Acting Headteacher:** Lee Cornwall

management information system, maintaining pupil borrower records and other statistical records, management of requests or new stock, reservations and notification of overdue resources.

#### Advertising and marketing of the library

- Promoting and publicising the services provided by the library to the whole school community and the wider community
- Producing newsletter adverts, keeping school website information current
- Developing and maintaining links with other libraries and relevant organisations,
- To organise events and activities to promote reading and encourage library use, via book clubs – Books and Biscuits, World Book Day and themed weeks.

#### Finance

- Manage the Library budget
- Responsible for ordering, receiving and checking deliveries
- Responsible for maintaining records of expenditure and passing on invoices for payment as appropriate

Please note the offer of employment is subject to DBS, medical, references and satisfactory completion of a six-month probationary period.