Wollaston School

LIBRARY MANAGER

Job Description
2026 / 2027

WOLLASTON SCHOOL

JOB DESCRIPTION

NAME OF POST HOLDER:	
JOB TITLE:	Library Manager (Maternity Cover)
HOURS:	37 hours per week, 39 weeks per year [Term time + 5 training days] Monday – Thursday: 8.00am-4.00pm [inc. 30 min unpaid lunch] Fridays: 8.00am-3.30pm [inc. 30 min unpaid lunch]
SALARY:	Support Staff Pay Grade H, point range: 14 - 20 Actual Salary: £26,247 to £28,963
DBS DISCLOSURE LEVEL:	Enhanced
REPORTS TO:	Head of English

Overview:

- Ensure a high-quality service to students and staff using the library.
- To promote reading and literacy across the school.
- To create and maintain a stimulating and resourceful learning space for students.
- To work with the English & SEN Teams to deliver high-quality literacy intervention.
- To play a part in the enrichment and extra-curricular programme.

Running of the Library:

- Organise and manage the day-to-day library administration; shelving, filing, classifying, issuing and recalling of books, computer input, maintaining noticeboards and creating exciting relevant displays, stock repair/withdrawal, issuing and recovering stock.
- Organise the selection and acquisition of both book and non-book resources to cover the age, ability and curriculum range of the school using the allocated budget to achieve best value.
- Manage the library budget and Development Plan in liaison with the English Faculty.
- Arrange visits from external publishers, authors, illustrators, actors etc. to raise the profile of reading for pleasure and to help engage the students.
- Ensure the library computer system, is accurate, up to date and well maintained.
- Publicise the library to students and staff, supporting the Special Educational Needs team with access.
- Plan scheduled events that promote reading and writing at Wollaston.
- Manage regular library displays to promote current affairs, events and wider reading.

Working with students and staff:

- Provide support and assistance to ensure the successful administration of Lexia PowerUp.
- Working with the SEN team and English faculty team, monitor students' reading progress and target intervention appropriately.
- Run individual or small group literacy and reading comprehension interventions for students who are identified through NGRT testing.
- Collaborate with the English faculty team to deliver an engaging and captivating World Book Day Festival annually.

- To update and promote the staff professional development library.
- Contribute to the whole school enrichment programme through running clubs or extra-curricular sessions in the library.
- Organise the selection and acquisition of both book and non-book resources to cover the age, ability and curriculum range of the school using the allocated budget to achieve best value.
- Responsibility for the library computer system, entering and updating all book and borrower data and keeping it maintained.
- Responsibility for updating and maintaining the library systems.
- Maintain a suitable, calm environment for students to study, creating a climate which enables other staff to develop and maintain positive attitudes towards the library and independent learning and supervising and managing students' use of the library.
- Work with reprographics and displays team to promote and encourage whole school literacy.
- Support the Sixth form team in developing a curated study space for older students, including building a resource library and wellbeing space.

General:

- To take responsibility for professional development (have or be working towards a professional librarian qualification).
- To engage actively in the school's Performance Management Appraisal Process.
- To be a role model by maintaining high standards of professional conduct.
- To actively engage with safeguarding training and ensure safeguarding remains at the forefront of the role

Generic Responsibilities:

- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school.
- To understand and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities. Act in a courteous way at all times in communications with both colleagues and other stakeholders.
- To uphold and support the School's commitment to safeguarding.
- To contribute to whole School events (i.e. Open Days) as and when required.
- To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.
- To carry out any other reasonable duties or requests of your line Manager, that are in keeping with this post or as may be determined from time to time by the Head of School or the Senior Leadership Team.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed …… Signed ……

Library Manager **Head of School**

Dated:…… Dated:……

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change and the jobholder is expected to be flexible with this. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Be adaptable and enthusiastic	Y	
Enjoy working with people and capable of working as a team player within a range of teams	Y	
Practical experience of using a library management system		Y
Experience and knowledge of using the Infiniti library management system		Y
Build successful working relationships with adults and children	Y	
Be able to develop a love of literature amongst students and advise them in choosing appropriate age-related reading material to develop their literature skills and interests	Y	
Have a good working knowledge of Microsoft Office software including Word and Excel	Y	
Have gained at least NVQ level 2 in an associated discipline		Y
Had previous work experience in a school environment		Y
Be committed to professional development	Y	
Be patient and calm working well under pressure	Y	
Experience of an education environment, dealing directly with students and behaviour management skills		Y
Be creative and innovative	Y	
Have some professional qualifications or evidence of further professional development leading to a relevant qualification	Y	
Chartered memberships of CILIP		Y
A*-C GCSE (or relevant equivalent) in mathematics and English	Y	

SAFEGUARDING STATEMENT:
This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006. Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also, any adult cautions (simple or conditional) and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post.

Applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Trust. Disclosures are handled in accordance with the DBS Code of Practice, which can be accessed via www.disclosure.gov.uk

Safeguarding and Child Protection.

All staff must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, in line with Keeping Children Safe in Education (KCSIE).
- Adhere to school safeguarding policy and show willingness to undertake regular safeguarding training.
- Have an understanding of safer recruitment practices, reporting procedures, confidentiality, and the PREVENT duty.
- Demonstrate the ability to identify and report concerns promptly and appropriately.
- Have a commitment to ongoing CPD and statutory training related to safeguarding