



MILFORD-ON-SEA C of E PRIMARY SCHOOL ACADEMY TRUST

Company Number 08612061
 Lymington Road, Milford-On-Sea
 Lymington, SO41 0RF
 Telephone (01590) 642945
 Headteacher: Miss Kate Crawford

'We CARE'

Courage, Aspire, Respect, Explore

Employment details	
Job title	Library Manager
Reports to	Literacy Lead / Headteacher
Hours of work	Approx. 7 hrs p/w (flexible)
Salary	Scale B1 - B3 (FTE £24,027 - £24,348) Term time only - 45.22 weeks per year
Role Purpose	To assist staff and students in accessing and using library facilities in order to support learning activities and objectives

Role requirements	% of time
<p>Customer Service</p> <ul style="list-style-type: none"> To help and encourage students to use the library to increase the use of resources To deal with information enquires from students and staff or refer as appropriate to ensure user satisfaction. To liaise with teaching staff in the selection of resources. To provide introductory library sessions for pupils. To promote the use of the library through displays, booklists, posters etc. To encourage reading and the enjoyment of literature. To supervise students whilst using the library in line with the School's Health and Safety and Behaviour Polices. To organise and train pupil librarians. To issue and discharge items accurately and promptly, to ensure a high quality service. To keep the Headteacher, parents and Governors informed about the needs and development of the library and information service in school. 	70%

<ul style="list-style-type: none"> To shelve and tidy library items accurately and efficiently, to ensure students and staff can find items easily. 	
--	--

<p>Resources</p> <ul style="list-style-type: none"> To undertake stock work, assessing condition to ensure attractive stock. Organise and process new and existing resources to maintain the quality and currency of the library resources. To source and catalogue new stock. 	<p>15%</p>
--	-------------------

<p>Administration</p> <ul style="list-style-type: none"> Carry out daily routine procedures to ensure the smooth running of the library. To use the library computer system effectively and support the use of ICT in the library. To issue overdue notices, and work with teachers/office staff to recover overdue/lost books. 	<p>10%</p>
---	-------------------

<p>General</p> <ul style="list-style-type: none"> Take delegated responsibility for the library budget To be aware of and comply with school policies and procedures and undertake relevant staff training 	<p>5%</p>
---	------------------

Role Profile

Key Decision Making Areas in Role:

- Running the school library on a day to day basis
- General and information enquiries (decide how to respond to students/staff needs)
- Stock selection and acquisition
- Spending the library budget with advice from teaching staff
- Identify stock for repair/withdrawal

The Role Dimensions:

- Size of School: up to 327 Primary aged pupils (4 – 11)
- Budget: circa £1,000

The Main Contacts:

- Library users (daily issuing/discharging items and helping students and staff/answering queries)
- Other teaching staff (general information)
- Book suppliers/book shops
- Public library

Working conditions:

- Manual handling books, boxes, fixtures and fittings
- Standing for long periods
- Repetitive processes

Person Specification

Necessary role-related knowledge/skills/experience

- Literate and numerate
- 4 GCSEs or equivalent
- Empathy with young people
- Passion for reading with a good knowledge or age appropriate primary school books
- Good interpersonal skills
- Ability to communicate clearly and positively in writing and orally
- Ability to work under pressure
- Willingness to acquire new skills
- Ability to cope with physical element of the job

Induction/training

- 6 months induction
- Awareness of school procedures and policies
- Sound knowledge of library software

- Knowledge of shelving layouts and classification scheme in use
- Awareness of Health and Safety responsibilities
- Sound knowledge of ICT

Effectiveness in the Role

- Answers enquiries satisfactorily and without need to refer
- Carries out issue and discharge of items quickly and accurately
- Demonstrates a good manner with student and staff
- Shelves items/tidies shelves efficiently and accurately
- Processes requests quickly and accurately
- Shows good working knowledge of the library software and manual systems
- Works neatly and efficiently at repairs
- Processes new material effectively
- Demonstrates consistent ability and empathy to deal with students
- Able to show students and staff how to use ICT equipment
- Able to order and purchase books
- Engenders a passion for reading amongst students and proactively supports whole school drive and focus on reading