



**BOURNEMOUTH SCHOOL
FOR GIRLS**

**School Librarian and Resources Manager
32.5 Hours Per Week, Term Time Only
Bournemouth School for Girls**





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Dear Applicant,

Thank you for your interest in our role of School Librarian and Resources Manager.

We are seeking a dedicated, self-motivated and organised individual to join our support staff playing a key role in enabling and supporting our students to maximise their potential. You will oversee the library which was built within the heart of the school to recognise the importance of this facility. You will co-ordinate a team of student librarians, work closely with departments, especially English and seek to promote and enhance the offering and impact of the resources available.

You will be joining at a time of review as we work on plans to fully refurbish the library. You will contribute towards discussions around more electronic resources; more IT use for research and ways to engage our students in different media but also to retain an important love of books and the importance of traditional reading. Your role would extend outside the library and across all curriculum areas, seeking to support with literacy but also to enhance teaching and learning.

The successful candidate will be well educated, have experience in a library or similar setting, have excellent IT and ICT skills and be able to communicate well with students, teachers, visitors and other professional colleagues. Library qualifications and sector recognition would enhance your application.

Bournemouth School for Girls is a girls' 11–18 selective academy with the core aim of developing well-rounded young people who, as well as achieving outstanding academic results, are ready to make a difference in the world. BSG was inspected in May 2024 and achieved an outstanding grading in all areas. The report commended the school for its high-quality education, exemplary behaviour, and inclusive environment.

This information pack contains details of the post, terms and conditions, and the school. Working hours are 8:30am to 3:30pm, weekdays and term time only.

Applications must be submitted on the Application Form for Support Staff, which can be found on our website: www.bsg.bournemouth.sch.uk.

Applications may be submitted by post or by email to lmckenzie@bsg.bournemouth.sch.uk.

The deadline for submission of your application is 10am on Monday 29 June, with interviews taking place in the week commencing 6 July. If you have not been called for interview by 6 Jul, please assume that your application has been unsuccessful. We thank you for your time and interest.

Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Candidates should note that the school will carry out social media searches in line with the guidance in KCSIE 2025.



Job Description and Person Specification

Post Title: School Librarian and Resources Manager
Responsible to: Director of Finance and Operations

Core Purpose of the Role

To lead the strategic development and management of the school library and learning resources provision, ensuring it supports teaching, learning, literacy, independent study and student wellbeing.

To create and maintain an innovative, inclusive and engaging learning environment that promotes reading for pleasure, information literacy, research skills and digital learning.

To develop a modern library service incorporating physical and digital resources, technology-enabled learning, flexible teaching spaces and emerging information services that support the educational aims of the school.

Key Responsibilities

Strategic Leadership

- Develop and implement a Library and Learning Resources Strategy aligned to the School Development Plan.
- Lead the ongoing development of the library as a modern learning hub supporting literacy, independent learning and curriculum enrichment.
- Evaluate emerging technologies, digital resources and educational trends to enhance library provision.

Library Management

- Manage the library budget and procurement of resources.
- Select, acquire, catalogue, organise and maintain physical and digital learning resources.
- Develop collections that support curriculum needs, reading for pleasure, enrichment and diversity.
- Maintain an effective library management system and ensure accurate records and reporting.

Reading and Literacy

- Promote a culture of reading throughout the school.
- Lead reading promotion initiatives, author events, competitions and literacy activities.
- Support whole-school literacy priorities and reading improvement programmes.
- Encourage engagement with a wide range of literature and information sources.

Digital Learning and Information Literacy

- Develop access to e-books, online resources and digital learning tools.
- Support students in developing research, information literacy, media literacy and digital citizenship skills.



- Deliver induction and training sessions for students and staff on the effective use of library resources.
- Support safe, ethical and effective use of information and technology.

Learning Environment

- Manage the day-to-day operation of the library and learning spaces.
- Develop the library as a flexible environment for independent study, small-group work, teaching activities and enrichment programmes.
- Oversee library technology, including computers and other learning technologies.
- Ensure the library remains an attractive, welcoming and inclusive environment.

Curriculum Support

- Work collaboratively with teaching staff to identify and provide appropriate resources for learning.
- Support curriculum projects, enrichment activities and independent research.
- Advise staff on relevant print and digital resources.

Student Support

- Support students in locating, evaluating and using information effectively.
- Provide guidance on reading choices and independent learning.
- Promote inclusion through accessible and diverse resources.

Safeguarding

- Promote and safeguard the welfare of children and young people in accordance with school safeguarding policies and procedures.

Knowledge and Skills

- Knowledge of library management systems, cataloguing and resource organisation (Essential)
- Strong ICT skills and confidence in the use of digital learning resources and technologies (Essential)
- Excellent communication and interpersonal skills, with the ability to engage effectively with students, staff and external partners (Essential)
- Strong organisational and administrative skills, including budget management, project planning and record keeping (Essential)
- Commitment to promoting literacy, reading for pleasure and independent learning (Essential)
- Professional qualification in Librarianship, Library and Information Studies, or a related discipline (Desirable)
- Chartered Membership of CILIP (MCLIP) or working towards Chartered status (Desirable)
- Knowledge of current educational developments, literacy initiatives and curriculum requirements (Desirable)
- Understanding of information literacy, media literacy and digital citizenship (Desirable)
- Knowledge of e-book platforms, online learning resources and emerging library technologies (Desirable)



- Knowledge of library space design and the development of flexible learning environments (Desirable)

Experience

- Experience of working in a library, learning resources or information management environment (Essential)
- Experience of selecting, acquiring, organising and promoting library resources (Essential)
- Experience of using and maintaining library management systems and associated technologies (Essential)
- Experience of supporting users in locating, evaluating and accessing information effectively (Essential)
- Experience of organising activities, events or initiatives that promote reading, learning and student engagement (Desirable)
- Experience of working collaboratively with colleagues to support teaching, learning and curriculum development (Desirable)
- Experience of working in a secondary school, college or educational setting (Desirable)
- Experience of managing a budget (Desirable)
- Experience of developing digital library services, including e-books and online resources (Desirable)
- Experience of delivering training, inductions or information literacy sessions to groups of learners (Desirable)

Hours, Salary and Benefits

This role is for 32.5 hours per week, term time only plus staff training days. The role is offered on a permanent basis.

The post holder will be paid on Grade 10, £35,412 to £39,862 FTE (£27,359 to £30,797 actual)

Working weeks are 39 and paid for 45.86 weeks allowing for annual leave

Grade point incremental pay structure.

Local government defined benefit pension scheme.

Private medical insurance scheme and annual health assessments (employee funded)

Company funded health cashback plan and 24/7 on-line GP consultations (typically within 3 hours)

Access to salary sacrifice benefits such as cycle to work

Free use of highly equipped gym (conditions apply)

Free parking on site with electric car charging points at a staff preferential rate

Terms and conditions

The post is subject to successful completion of a 6 month probationary period, satisfactory references, medical and DBS clearance.

As part of the recruitment process Bournemouth School for Girls will undertake social media checks in line with Keeping Children Safe in Education guidance.

