



Job Description - Oaks Primary Academy School Librarian

Responsible to: Curriculum Leads

Purpose of the role

- To develop a vibrant, well-resourced library that provides active engagement with staff and students
- To help to develop the culture of reading for pleasure across the school
- To help develop our young people to be successful citizens and highly effective learners

Personal Qualities

- Good interpersonal skills; the ability to communicate effectively with a variety of people
- The capacity to remain calm
- Excellent health and timekeeping record
- Committed and enthusiastic
- Confident, positive and flexible attitude

Skills and Knowledge

- Ability to work as a member of a collaborative team

Qualifications

- Computer literacy in usual office applications

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed : Date:
Employee

Signed : Date:
Line Manager