

Job Description: School Librarian

1. **JOB PURPOSE:**

To be responsible for the efficient management and organisation of the school library.

2. **MAIN RESPONSIBILITIES, TASKS AND DUTIES**

Under the line management of the Deputy Headteacher:

- i. To organise and manage the library so that it meets the needs of students and staff and is readily accessible throughout the day.
- ii. To prepare short and medium term plans for the library and be responsible for their implementation.
- iii. To manage the library annual budget.
- iv. To ensure that library resources are properly catalogued, up to date, repaired and kept in good condition and to carry out an annual stock take.
- v. To purchase new books, periodicals and other library resources, and to be responsible for monitoring their use.
- vi. To involve students and staff, where appropriate, in the running and management of the library.
- vii. To extend the use of the library by establishing special activities and cultural events.
- viii. To develop the library as a whole school resource incorporating the use of ICT.
- ix. To promote reading and the development of library user-groups.
- x. To encourage private study, research and independent learning.
- xi. To help students acquire library skills and provide in-lesson support for teachers working with classes in the library.
- xii. To plan, deliver and evaluate a programme to develop information skills for students in Y7-13.
- xiii. To ensure the library is a supportive and secure environment for students, especially those with special needs or for whom social inclusion may be an issue.
- xiv. To ensure the maintenance and respect of good order by students at all times in the library and its environs.
- xv. To manage the careers areas and promote the library as a source of information on careers and the work-related curriculum.
- xvi. To lead the Talking Newspaper project including the maintenance of a distribution list; training of students, their supervision during article selection, recording and editing; editing and copying of recordings onto USB sticks; and distribution of USB sticks to recipients.
- xvii. To maintain awareness of developments in professional librarianship through links with other schools and by attendance at appropriate training courses.
- xviii. To prepare and issue textbooks and manage their return, including following up payment for books not returned.

2. **MANAGEMENT OF PEOPLE**

None, however, will be required to work closely with teaching and support staff.

3. **SUPERVISION OF PEOPLE**

No formal management or supervision, though will report to the Deputy Headteacher.

4. CREATIVITY AND INNOVATION

Some creativity to make subject leaders aware of opportunities in the library and to be proactive in encouraging student use, e.g., by producing displays and promotional material, organising special events, supporting world book week or inviting authors.

5. CONTACTS AND RELATIONSHIPS

Daily contact with staff and students at the school. Support for tutorial lessons organised by the English department, when needed. Contact with book representatives, publishers and authors.

6. DECISIONS

Discretion – discretion within policies, procedures and budget constraints to ensure that the library develops as a vibrant resource base in the school.

Consequences – impact of decisions would be within school and would be quickly identified and remedied.

7. RESOURCES

Books and other library resources.

Access to ICT.

8. WORK ENVIRONMENT

a) Work demands – Work is subject to frequent interruptions and conflicting priorities. This is part of the role and therefore does not cause any significant change to the overall tasks to be carried out.

b) Physical demands – moving and handling books and resources.

c) Working conditions – general school/office environment – well-lit and well ventilated. Library to remain open at break and lunchtimes.

d) Work context – minimal risk through contact with difficult students.

9. KNOWLEDGE AND SKILLS

Sound knowledge of books. Confident user of ICT - must be willing to acquire knowledge of the curriculum and the skills necessary for using the library management system. Good communication skills. Educational background and qualifications to at least NVQ Level 3.

10. GENERAL:

Job Evaluation – This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

Other Duties – The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities – The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety – The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people.

Requirements for the post:

| Qualifications/Training | Essential | Desirable |
|--|-----------|-----------|
| Use of Microsoft Office/Office 365; Outlook, Word, Excel | ✓ | |
| Keyboard skills | ✓ | |
| Qualified to NVQ Level 3 or equivalent | | ✓ |
| First Aid qualification | | ✓ |
| | | |

| Knowledge | Essential | Desirable |
|-------------------------------------|-----------|-----------|
| SIMS student data management system | | ✓ |
| Safeguarding | | ✓ |
| Data Protection including GDPR | | ✓ |
| | | |

| Experience | Essential | Desirable |
|---|-----------|-----------|
| One years prior administration experience | ✓ | |
| Dealing with the public in a customer facing role | ✓ | |
| Working within a school environment | | ✓ |
| | | |

| Competencies | Essential | Desirable |
|--|-----------|-----------|
| Excellent communication and organisational skills | ✓ | |
| Honesty and integrity | ✓ | |
| Self motivated | ✓ | |
| Team worker | ✓ | |
| Conscientious | ✓ | |
| Attention to detail and meticulous record keeping | ✓ | |
| Ability to work to under pressure to fixed deadlines | ✓ | |