



Star

## STAR ACADEMIES

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### SCHOOL LIBRARIAN

#### JOB DESCRIPTION

##### JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

##### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

###### 1 General

- 1.1 Manage the issuing and returning of the library stock.
- 1.2 Shelve stock and keep the library in good order.
- 1.3 Withdraw stock under the direction of the Literacy Lead/English Department.
- 1.4 Provide support for cataloguing of new material to the library collection.
- 1.5 Process new material so that it is ready for shelving.
- 1.6 Manage the library management system and support its use.
- 1.7 Run the overdue system.
- 1.8 Help library users find material to meet their needs.
- 1.9 Encourage students and staff in using the library through supporting a range of library-based activities.
- 1.10 Supervise students when using the library.
- 1.11 Manage the day to day running of the library and oversee its development as a key component in the school's teaching and learning environment.
- 1.12 Be responsible for the integration of the library and its services into the life of the whole school.
- 1.13 Ensure an effective library service to complement the education of students.
- 1.14 Collaborate with Literacy Lead/English Department in the design and delivery of literacy programmes or resources for specific project.
- 1.15 Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- 1.16 Arrange various events to promote literacy in the school including World Book Day.
- 1.17 Inspire students by securing authors to visit the school for discussions.
- 1.18 Organise school reading competitions.
- 1.19 Support and contribute with the whole school initiative on reading.
- 1.20 Facilitate the online reading assessment with the accelerated reader.
- 1.21 Facilitate the online reading assessment with termly STAR test.

## **2 Literacy Reading Programme**

- 2.1 Work with the literacy co-ordinator and Director of Learning: Communications and Student Services Officer's to administer reading ages of all students.
- 2.2 Launch the Accelerated Reader Scheme in school. Ensuring all students are reading books which are age related.
- 2.3 Raise the profile of reading throughout the school, so the students 'read for pleasure'.
- 2.4 Support with the form time weekly literacy reading programme.
- 2.5 Support targeted students with the reading.

## **3 School Administration**

- 3.1 Provide administrative support to the organisation and arrangement of trips and school events.
- 3.2 Provide a responsive and effective reprographics service for the school.
- 3.3 Undertake minuting of meetings as required by the school.
- 3.4 Access emails and website; updating the school portal and Virtual Learning Environment as required.
- 3.5 Sort and distribute mail and correspondence to and from staff in a timely manner.
- 3.6 Utilise administrative equipment such as the franking machine, photocopier and laminator as required.
- 3.7 Maintain manual and computerised records using Management Information Systems if required.
- 3.8 Undertake and follow specified administrative procedures and processes in a professional manner.
- 3.9 Participate in training and professional development opportunities as required to fulfil the role.

## **4 Relationships and Communication**

- 4.1 Undertake reception duties including answering the telephone and responding to standard queries when dealing with visitors where appropriate.
- 4.2 Respond to staff, student, parent and other stakeholder queries in a timely and professional manner.

## **5 Other Responsibilities**

- 5.1 Be aware of and comply with policies and procedures relating to child protection.
- 5.2 Work within school policies and procedures.
- 5.3 Contribute to the provision of an effective environment for learning.
- 5.4 Support the promotion of positive relationships for parents and outside agencies.
- 5.5 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.6 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.7 Contribute to the wider life of the Trust and the Star community.
- 5.8 Carry out any such duties as may be reasonably required by the Trust.

## **6 Records Management**

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



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**PERSON SPECIFICATION**

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	NVQ Level 1/Level 2 or equivalent qualification. Good level of literacy and numeracy skills to GCSE standard or experience in relevant discipline.	E	✓	✓
2.	Evidence of continued personal and professional development.	E	✓	✓
<b>EXPERIENCE</b>				
3.	Experience in an administrative/ reception role.	E	✓	✓
4.	Experience of working within an educational environment.	E	✓	✓
5.	Effective use of ICT packages, especially MS Office 7 or above.	E	✓	✓
6.	Effective use of e-mail systems/VLE.	E	✓	✓
7.	Experience of Bromcom computerised systems.	E	✓	✓
8.	Understanding of school roles and responsibilities.	E	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
9.	Organised and efficient administrative skills.	E	✓	✓
10.	Ability to maintain positive relationships with students and other adults.	E	✓	✓
11.	Ability to prioritise, work quickly and accurately, particularly under pressure and to deadlines.	E	✓	✓
12.	Ability to work unsupervised, use own initiative and make appropriate decisions.	E	✓	✓
13.	Ability to address sensitive matters with a caring approach and appropriate confidentiality.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
14.	Ability to use ICT confidently to communicate, review data and present information to others.	E	✓	✓
15.	IT software packages, e.g. MS Office and data bases and its application in schools.	E	✓	✓
16.	Good understanding and ability to use relevant technology e.g. Photocopier.	E	✓	✓
17.	Understanding of how to provide a welcoming environment.	E	✓	✓
18.	Understanding how to develop and maintain effective filing systems.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
19.	Commitment to delivering after-school sessions as required as well as enrichment opportunities for learners.	E	✓	✓
20.	Highly organised, literate and articulate.	E	✓	✓
21.	A strong belief in the value of education in developing citizens.	E	✓	✓
22.	Highest levels of professional and personal integrity.	E	✓	✓
23.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
24.	Personal resilience, persistence and perseverance.	E	✓	✓
25.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
26.	Willingness to participate in further training and development opportunities offer by the school and county, to further knowledge.	E	✓	✓
27.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Service'.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
29.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
30.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
31.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
32.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
33.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓