



JOB DESCRIPTION

Post: Librarian

Reports to: Deputy Headteacher

Grade: 7 SCP 8 £24,702 FTE (Actual Salary: £17,282) *Pay Award pending

Hours: 30 hours

Term-time only – 39 weeks (paid weeks per year 44.87)

Role Purpose:

To ensure effective planning, development, maintenance and utilisation of library resources by students and staff of the school. To provide a suitable reference and learning environment and to encourage further educational development of students using other mediums and resources.

Key responsibilities:

- To oversee the library/resources centre, ensuring effective operation and delivery of services to staff and students.
- To maintain computerised resources, databases and library resources, including the issue of withdrawal, of return, of renewal, of reservation of books and other reference materials.
- To assist students and staff in location of information for lesson planning, course work, research, homework, identification of appropriate resources for staff use in lessons.
- To locate and identify, including and catalogue articles and stories suitable for inclusion in study packs and general learning resources, including maintaining the school's archive.
- To supervise students within the library/resources centre, including during break, lunch and after school - without presence of teaching staff.
- To undertake administration of overdue books:- compiling lists for distribution to tutors, parental letters, collection and receipting of fine income.
- To undertake general administration of the library e.g. processing, issuing and cataloguing of books. Placing return books on shelves. General repair and care of books. Keeping shelves in good order.
- To manage the library budget & library shop budget.
- To run the library shop including ordering stock, preparing exam packs, and banking for finance.
- To administer the Accelerated Reader programme. Including preparing folders for all students in year 7 & 8, keeping records, statistics, and provide prizes & certificates.
- Support English teachers in AR Library lessons (18 fortnightly), book iPads for each class termly for AR Star tests.
- To manage and budget for all subscriptions, both paper & online. Maintain spreadsheet of costings & renewals.
- To administer the late home study hand-in, including distribution of handed-in work to departments.
- To administer & distribute, on behalf of the English department, texts purchased by English students purchased on Wisepay.
- Catalogue & maintain a selection of school textbooks for various departments, including booking out to students on the library system and chasing books not returned at the end of the school year, including students who have left the school.
- To keep secure and book in & out the library chrome books & laptops.
- Research and purchase appropriate books for the library, to include topics that support all aspects of modern life, including wellbeing, LGBT etc.