

Job Description

Job Title: Library and Learning Resource Centre Manager

Grade: H5

Responsible to: Senior Lead

Contract: 35 hours

Working Pattern: 08:00-15:30, 30-minute lunch break

Purpose of the job

To develop and manage an engaging, inclusive and effective all-through school library that promotes a culture of reading, supports learning across the curriculum, and encourages independent and recreational reading for students across the primary, secondary and sixth form phases.

PRINCIPAL RESPONSIBILITIES

- Develop a culture of reading across the primary, secondary and sixth form phases of the all-through academy, ensuring that students are encouraged, praised and rewarded for their engagement with reading
- Manage and organise the library's resources, facilities and services, in conjunction with the school leadership team, to ensure flexible access that supports curriculum learning, independent study and recreational reading across all phases
- Create and maintain a calm, purposeful environment that supports both independent study and reading for pleasure
- Select, acquire, purchase, organise and promote learning resources in all formats, in consultation with senior leaders and teaching staff, to support curriculum needs, wider reading and independent study
- Index, catalogue and classify learning resources and maintain accurate, reliable catalogue and lending systems
- Facilitate the 1:1 device and learning resources loan systems, ensuring effective organisation, tracking, maintenance and equitable access for students across the school
- Promote the library as a central hub for learning, reading and independent study through displays, initiatives and activities that encourage reading for pleasure and academic engagement
- Create and lead extra-curricular events, activities and initiatives that raise the profile of reading and promote a love of reading across the school community
- Work collaboratively with staff across the all-through school to support curriculum enrichment and wider reading opportunities
- Develop partnerships with external organisations, authors, libraries and reading initiatives where appropriate to enhance students' experiences
- Encourage parents and families to support reading and engagement with the library
- Maintain good order and discipline in accordance with the school's behaviour policy and a positive ethos for learning, including during break, lunch and afterschool provision

Essential requirements:-

- Recent, proven experience of working with primary and/or secondary-aged children to promote reading, engagement with literature and library use
- GCSE English and Maths at Grade C/4 or above (or equivalent Level 2 qualification), with evidence required
- Strong ICT skills, including the ability to use library management systems and digital resource/loan systems

- Excellent communication skills, both verbal and written, with the ability to liaise effectively with staff, students, parents and external suppliers
- Understanding of and commitment to safeguarding, health and safety, equal opportunities, confidentiality and relevant school policies and procedures

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

May 2026