



Librarian

Reports to

Assistant Head of Academic

Job Purpose:

The College Librarian is responsible for the day-to-day smooth running and administration of the Denstone College library. This is a hands-on, operational role dedicated to maintaining a welcoming, well-resourced, and structured environment that supports the academic and pastoral needs of all pupils, from the Prep School through to the Senior College. The successful candidate will champion a love of reading, assist pupils and staff with research and resources, and ensure the library remains a central hub for learning.

Key Responsibilities:

Day to Day Library Operations

- Supervise the library space to ensure it remains a quiet, safe, and productive environment for study and reading.
- Manage the circulation desk, including the issuing, returning, and reserving of books and resources.
- Maintain the overall tidiness and logical order of the library.
- Monitor pupil behaviour within the library, ensuring adherence to the College's expectations and values.
- Maintain and update the library catalogue and management system, ensuring accurate records of all stock and will own the Library budget in relation to book purchasing.

Pupil Support & Academic Engagement

- Provide tailored support to pupils from both the Prep School and Senior College, assisting them in locating suitable reading materials and academic resources.
- Collaborate with academic staff to provide relevant resources for specific subjects, projects, and reading lists.
- Assist in the organisation and facilitation of library-based events, such as author visits, World Book Day activities, and reading challenges.
- Guide pupils in developing effective research and information literacy skills.
- Lead sessions with our Prep School children to encourage and foster a love of reading, with support from Teaching Assistants.

Resource Management

- Monitor the condition of library stock, carrying out repairs or identifying items for replacement as necessary.
- Assist the Assistant Head (Academic) in identifying gaps in the collection and recommending new fiction, non-fiction, and digital resources.
- Process new stock, including cataloguing, labelling, and covering books.
- Manage overdue items, issuing reminders to pupils and staff in a timely and polite manner.





Person Specification:

Experience & Knowledge

- Previous experience working in a library, educational, or resource-centre environment is highly desirable, as is any related qualification.
- Familiarity with library management systems and standard cataloguing procedures.
- A strong general knowledge of both children's and young adult literature to effectively support Prep and Senior pupils.
- An understanding of the operational pace and environment of a bustling independent school.

Skills and Attributes

- Excellent organisational and administrative skills, with a keen eye for detail.
- Strong IT skills and the ability to troubleshoot basic digital resource queries.
- Outstanding communication and interpersonal skills, with the ability to engage enthusiastically with pupils of all ages.
- A proactive, approachable, and patient demeanour.
- The ability to work independently to ensure the seamless daily running of the space.

These duties are not exhaustive and may be added to as reasonably requested by the Head.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

